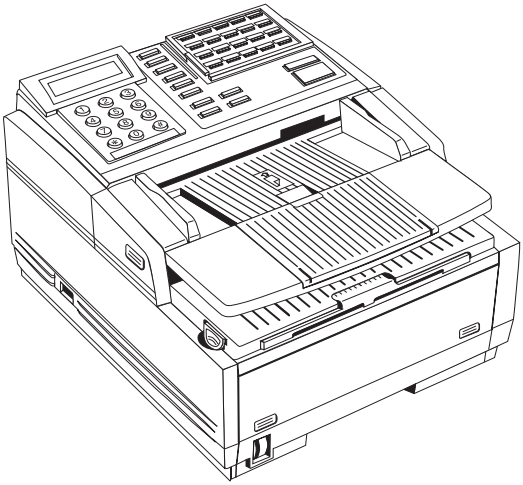
*English*



# User's Guide

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

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While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

CE

This product complies with the requirements of the Council Directives 89/336/EEC (EMC), 73/23/EEC (LVD) and 1999/5/EC (R&TTE), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage and Radio & Telecommunications Terminal Equipment.

**Notice to Users Accessing Analogue PSTN in EEC Countries**
This product is designed to access the PSTN in all EEC countries. Local PSTN compatibility is dependant on software and/or DIP switch settings. Please contact your service representative if relocating this product to another country. In the unlikely event of problems, please contact your service representative in the first instance.

**Notice to Users Accessing ISDN in EEC Countries**
Should this product be ISDN compatible it may be installed in all EEC countries without requiring changes to the software and/or DIP switch settings. In the unlikely event of problems, please contact your service representative in the first instance.

## Energy Star

EPA POLLUTION PREVENTER

As an Energy Star Partner, the manufacturer has determined that this product meets the Energy Star guide-lines for energy efficiency.

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# Safety instructions

This product has been carefully designed to give you years of safe, reliable performance. As with all electrical equipment, however, there are a few basic precautions you should take to avoid hurting yourself or damaging the product:

- Read the setup instructions in this manual carefully. Be sure to save it for future reference.
- Read and follow all warning and instruction labels on the product itself.
- Unplug the machine before you clean it. Use only a damp cloth; do not use liquid or aerosol cleaners.
- Place the machine on a firm, solid surface. If you put it on something unsteady, it may fall and be damaged; if you place it on a soft surface, such as a rug, sofa, or bed, the vents may become blocked, causing the machine to overheat.
- To protect the machine from overheating, make sure no openings are blocked. Do not put the machine on or near a heat source, such as a radiator or heat register. Keep it out of direct sunlight. Allow enough room around the machine for adequate ventilation and easy access.
- Do not use the machine near water, or spill liquid of any kind into it.
- Be certain that your power source matches the rating listed on the back of the machine. If you are not sure, check with your supplier or with your local power provider.
- This machine has an earthed plug as a safety feature, and it will only fit into an earthed outlet. If you can not plug it in, you probably have an older, non-earthed outlet; contact an electrician to have the outlet replaced. Do not use an adapter to defeat the earthing.
- To avoid damaging the power cable, do not put anything on it or place it where it will be walked on. If the cable becomes damaged or frayed, replace it immediately.
- If you are using an extension cable or power strip with the machine, make sure that the total current (amperes) required by all the equipment on the extension is less than the extension's

rating. The total ratings of all equipment plugged into the outlet should not exceed 15 amperes.

- The power outlet into which you plug your machine must remain accessible at all times.
- It is recommended that the machine be switched off prior to removing covers.
- Lifting the top cover exposes hot surfaces. Hot surfaces are clearly labelled. Do NOT touch them.
- Do not poke anything into any ventilation slots; you could receive an electrical shock or cause a fire.
- Apart from the routine maintenance described in the accompanying documentation, do not try to service the machine yourself; opening or removing covers may expose you to shocks or other hazards.
- Do not make any adjustments other than those outlined in the manual as you may cause damage requiring extensive repair work.

If anything happens which indicates the machine is not working properly or has been damaged, unplug it immediately and contact your supplier. These are some of the things to look for:

- The power cable or plug is frayed or damaged.
- Liquid has been spilled into the machine, or it has been exposed to water.
- The machine has been dropped, or the cabinet is damaged.
- The machine does not function normally when you are following the operating instructions.

Machine Noise Information Ordinance 3. GSGV 18.1.1991:

The maximum sound pressure level is equal or less than 70 dB (A) according to ISO 7779.

## Toner Cartridge & Image Drum Unit Handling

- Leave unused toner cartridges and image drum units in their packages until needed. When replacing a toner cartridge or image unit, reuse the packaging to dispose of the old toner cartridge or image drum unit.
- Do not expose the toner cartridges and image drum units to light for more than five minutes. Never expose the green drum (inside the image drum unit) to direct sunlight.
- Always hold the image drum unit by the ends - never by the middle. Never touch the green drum inside the image drum unit.
- To avoid damage to the image drum unit, always use original toner cartridges.
- Exercise care when removing the toner cartridge. Do not let it touch your clothing or porous materials. The toner powder causes permanent stains.
- Small amounts of toner spilled on skin or clothing can be readily removed with soap and cold water. Using heated water will make removing the stain much more difficult.

## Emergency First Aid

- IF TONER IS SWALLOWED: Induce vomiting and seek medical attention. Never attempt to induce vomiting or give anything by mouth to a person who is unconscious.
- IF TONER IS INHALED: Take the person to an open area for fresh air. Seek medical attention.
- IF TONER GETS IN THE EYES: Flush eyes with large quantities of cold water for a minimum of 15 minutes keeping eyelids open with fingers. Seek medical attention.

## Notes, cautions and warnings

***Note:*** *A note appears in this manual like this. A note provides additional information to supplement the main text which may help you to use and understand the product.*

---

***CAUTION:***
*A caution appears in this manual like this. A caution provides additional information which, if ignored, may result in equipment malfunction or damage.*

---

***WARNING***
***A WARNING APPEARS IN THIS MANUAL LIKE THIS. A WARNING PROVIDES ADDITIONAL INFORMATION WHICH, IF IGNORED, MAY RESULT IN A RISK OF PERSONAL INJURY.***

---

# Chapter 1 - Introduction

Thank you for purchasing this fax machine, which uses advanced Light Emitting Diode technology to transfer received and copied images to plain paper. It has been designed to make sending and receiving faxes a fast and trouble free process.

## Features

Your fax machine includes all the following features:

- 40 One Touch keys for automatic, single-key dialling of preprogrammed telephone numbers.
- 150 AUTO DIAL numbers for automatic dialling of additional preprogrammed telephone numbers.
- 20 Groups can be programmed to allow you to transmit a document to multiple locations with a single selection.
- A search feature to allow you to look for pre-programmed telephone numbers by name.
- Halftone transmission in up to 64 shades of grey.
- High-speed Fax communication at up to 33,600 bits per second.
- 16 mail boxes for confidential reception or bulletin polling.
- Automatic redial and page re-transmission when a telephone number is busy or when problems occur in communication.
- Advanced transmission and reception features, including up to 20 delayed transmissions, send to multiple locations, confidential transmission and reception, relay broadcast initiate and polling.
- Advanced memory transmission and reception features, including automatic reception into memory with or without password printing.
- Reports to help you keep track of the operations and settings of your fax machine.
- Automatic power save mode.

- Answering modes for manual and automatic fax reception, automatic switching between incoming voice and fax messages. Also allows an answering machine to be used with the fax machine.
- Fax forwarding, memory fax reception and, if desired, a 4 digit password for printing messages.
- The closed network feature allows you to limit where faxes can be transmitted to and received from.
- Your fax machine can also make 99 copies of an original document using standard weight (80 $gsm^2$) paper.
- 2.5Mb of built-in memory (with battery backup).
- During transmissions, your fax machine will begin scanning data into memory as it begins dialling (called Instant Dialling), thus saving time since it does not wait for a connection on the receiving end.
- An advanced dual access feature allows you to load and prepare documents for transmission while your fax machine is sending or receiving another message.
- High speed scanning of original documents.
- Restricted operation of your fax machine by using a four digit password.
- A manual paper tray or feeder allows you to load a different type of paper while making copies. Paper size is dependent on 1st paper size setting.
- A fax forwarding feature to allow your fax machine to receive messages into memory and automatically forward them to other remote fax machines.

# Product options

## Multi-Function Peripheral (MFP) option kit

This option allows your fax machine to communicate with a computer. Once the MFP software is installed you can:

- Use your fax machine as a local printer.
- Send fax messages directly from your computer.

- Receive and store fax messages directly into your computer.
- Scan pages from your fax machine into your computer.
- Carry out optical character recognition (OCR) on received faxes or scanned pages.
- Easily program dial directories on your fax machine.

## ISDN

This option allows your fax machine to send and receive digital communications. For details on this option, see Appendix B.

## Telephone handset

The telephone handset (optional in some countries), allows you to use your fax machine as a normal telephone.

***Note**: This option is not available if the ISDN Option is installed.*

## Memory expansion

Installing additional memory allows the fax machine to store more pages of information in memory. If you are constantly seeing a memory overflow message on your fax machine, you should consider purchasing additional memory. An optional 2.0/4.0MB memory expansion board is available.

The memory expansion board option includes a built-in backup battery. This feature protects memory operations and other communication settings for up to 20 hours in the event of a power failure.

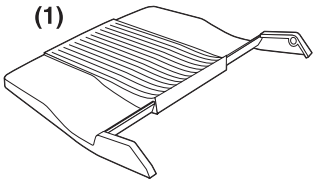
## Second paper cassette

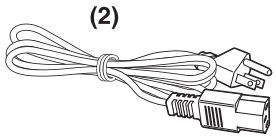
The second paper cassette option adds an additional 500 pages of paper capacity to your fax machine. When the main paper cassette runs out of paper, your fax machine automatically switches to the second paper cassette to continue printing received faxes or copies.

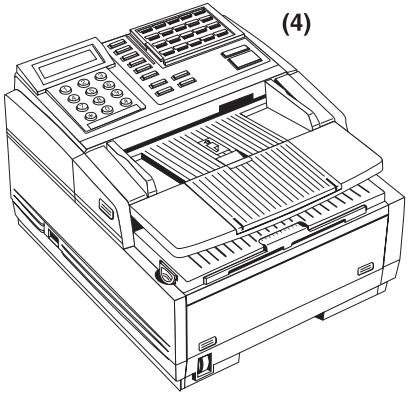
# Component identification

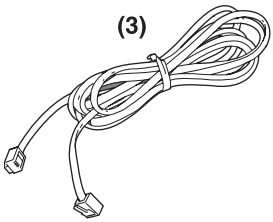
Your new fax machine package should contain the following items:

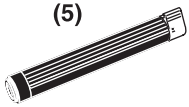
1. Document stacker
2. AC Power cable
3. Telephone cable
4. Fax machine
5. Toner cartridge
6. Image drum unit (inside fax machine)

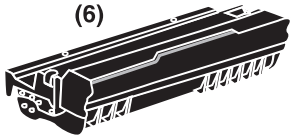


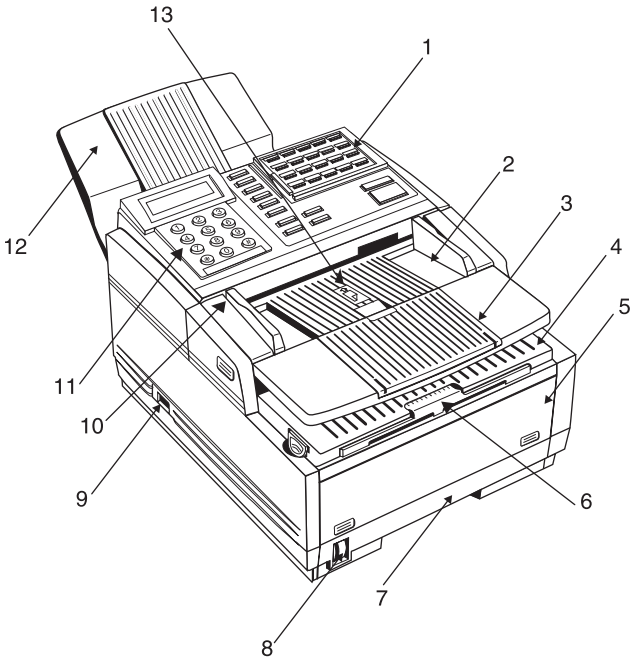



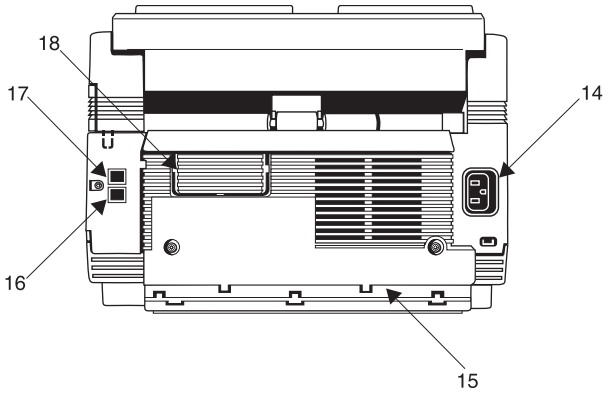



## Components




1. **One-Touch keypad:** Provides one-touch dialling of your most often used or favourite numbers
2. **Document table:** Covers the copy stacker and holds original documents to be faxed or copied.
3. **Document table extension:** Flips out to support longer documents to be faxed or copied.
4. **Copy stacker:** Holds copies or received faxes.
5. **Front panel:** Gives you access to the manual paper feeder. This allows you to bypass the paper cassette and feed paper directly into the machine. Use this feature when you want to use a different type of paper.
6. **Copy stacker extension:** Slide this tray out to help support copies or received faxes.
7. **Paper cassette:** Holds up to 250 sheets of paper.
8. **Paper indicator:** Shows how much paper remains in the paper cassette.

9. **Power switch:** Press to turn the fax machine ON (I) and OFF (O).
10. **Document guides:** Adjust these guides to the page width of the documents to be faxed or copied.
11. **Control panel:** Contains most of the operator controls and indicators
12. **Document stacker**: Holds your original documents after they have been faxed or copied.
13. **Paper path icon:** Load documents face down here.

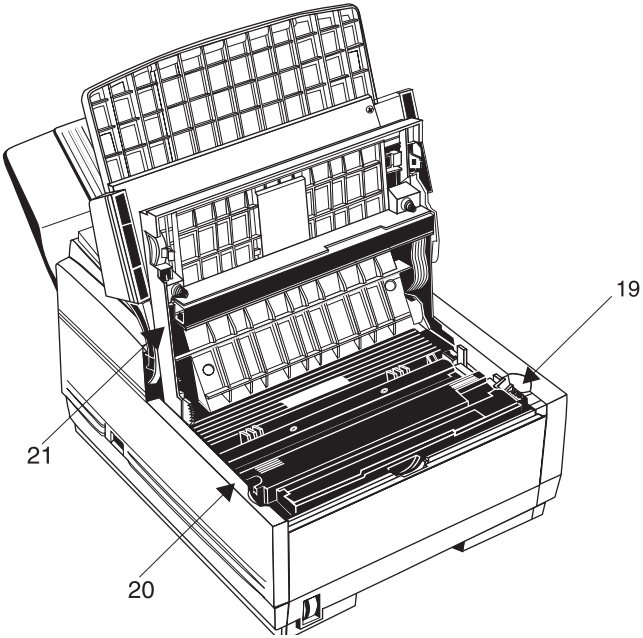



14. **AC power socket:** Connect the power cable supplied with your fax machine into this socket.
15. **Cable run:** When installing the optional external handset, feed the telephone line through this line run to the TEL terminal.
16. **TEL terminal** - Terminal for connecting an external telephone/ handset or answering machine to the fax machine (not fitted in all countries).

***Note:*** *Only one terminal is available. When the ISDN option is installed, voice communication is not supported.*

17. **LINE terminal:** Terminal for connecting the fax machine to a telephone line.
18. **Expansion slot cover:** Open this cover for access to expansion slots for the optional PC interface and memory expansion boards.

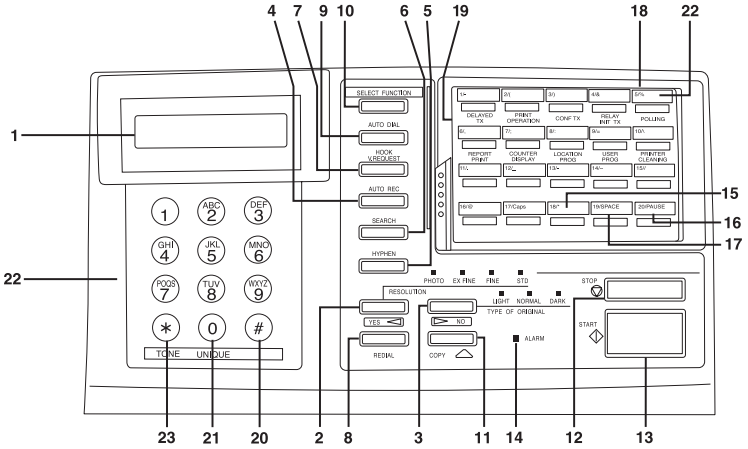
19. **Image drum unit:** The image drum unit contains the photosensitive drum, which receives images from the LED print head and transfers these images to the printing paper. You will need to install a new drum unit when prompted to do so by the display.




20. **Toner cartridge:** This black cylinder, installed on the image drum unit, contains black powder, which acts as the ink for your fax machine. You will need to install a new toner cartridge when prompted to do so by the display.

21. **LED print head:** This black bar is the part of your fax machine which transfers received or copied images onto the image drum unit. Clean this bar each time you change a toner cartridge.

## Control panel keys and indicators




1. **LCD panel:** Refer to this liquid crystal display (LCD) panel for instructions and information while your fax machine is operating or while you are programming your fax machine.

2. **RESOLUTION/YES key:** This key changes the resolution used for transmitting and copying documents. Use STD for standard originals, FINE and EX.FINE for detailed or small print originals, and PHOTO for originals that include colours or many shades of grey. You will also use this key as the YES key when confirming selections or to move your cursor to the left while programming.

3. **TYPE OF ORIGINAL/NO key:** This key selects document contrast after loading a document for transmission or copying. Use LIGHT for originals that are too light, NORMAL for documents with good contrast, and DARK for originals that are too dark. You will also use this key as the NO key when making selections or to move your cursor to the right while programming.

4. **AUTO REC. key:** This key sets the answering mode of your fax machine. The answering mode controls how your fax machine answers incoming calls and receives faxes. The display always indicates your current selection. See “Setting answering mode” in “Installation” for more information about the answering modes available in your fax machine.

5. **HYPHEN KEY:** When programming One Touch keys and Auto Dial telephone numbers, use this key to tell your fax machine to

wait for the dial tone of an outside line before it continues dialling the rest of the telephone number. When programming the identification and call back numbers into your fax machine, this key can also be used to enter a "+" symbol (not available in all Countries).

6. **SEARCH key:** The One Touch keys and Auto Dial numbers can be programmed to have a name or location ID associated with their telephone numbers. Using this key by itself or in combination with the numeric keypad, you can search for these numbers alphabetically. You can also use the Search key to search for unassigned One Touch keys and Auto Dial numbers.

7. **HOOK/V. REQUEST key:** During a fax communication, pressing this key tells the operator at the other fax machine that you want to talk at the end of your transmission or after reception of any page has been completed. To use this feature both fax machines must have an external telephone/handset connected. To answer a voice request, press this key after lifting your telephone handset. When no fax communication is taking place, pressing this key opens the telephone line for manual dialling (not available in some countries). You will hear the dialling tone through the speaker of your fax machine.

***Note 1**: With the ISDN option installed, pressing this key for manual dialling is not possible. Nor will a dialling tone be heard when this key is pressed.*

***Note 2**: The voice request feature is not available if fax communication takes place at speeds greater than 14400 bps, or if the ISDN option is installed.*

8. **REDIAL key:** Pressing this key redials the last number dialled on your fax machine.

***Note:** If your fax machine has been set to enter power save mode (after the fax machine has been inactive for three minutes), the manual redial function does not work.*

9. **AUTO DIAL key:** Auto Dial numbers are abbreviated numbers for rapid dialling. Rather than dialling the entire telephone number, you can enter a 3-digit code to automatically dial a number instead. You can also use the Location IDs (names) associated with Auto Dial numbers to search for these locations by name using the Search key. This key is also used in combination with the #/Group Key to select preprogrammed groups when sending faxes to multiple locations.

10. **SELECT FUNCTION key:** Using this key activates the advanced transmission and reception functions of your fax machine to obtain reports and for programming. To select a function, press the SELECT FUNCTION key, then press the One Touch key labelled with the function you want to use. While programming or selecting other functions, pressing the SELECT FUNCTION key a second time takes you directly back to the stand-by mode of your fax machine.

11. **COPY key:** After loading a document, press this key to make a copy. When no documents are loaded, press this key once to obtain a Message Confirmation Report about your last transmission on the LCD Display Panel and a second time to receive a printed report. You can also use the COPY key as a short-cut for programming One Touch keys and Auto Dial numbers. After you have manually dialled a telephone number, press COPY so you can instantly program that number into an unassigned One Touch Key or Auto Dial number.

12. **STOP key:** This key cancels any operation currently in progress and turns off the Alarm indicator. During programming, pressing the STOP key takes you back step-by-step through the programming functions you have already selected. Should the fax machine run out of paper, fax messages will be received in memory. The fax machine will automatically print out any messages in memory when you load paper.

13. **START key:** Pressing the START key initiates the operation indicated on the display or confirms information you have entered into the display. While the fax machine is in power save mode, press the START key to exit power save mode.

***Note:*** *The fax machine also exits power save mode if a document is placed on the document feeder, the handset is lifted, or if there is an incoming fax message.*

14. **ALARM indicator:** This indicator glows red and an alarm sound notifies you of any problem that occurs. To turn the alarm indicator off, press the Stop key and correct the problem.

15. **Plus (+) key (One Touch key 18):** Each fax number you enter or program into your fax machine can be up to 32 digits long. When a number is longer than 32 digits, it is possible to dial this number using combinations of One Touch keys, Auto Dial numbers or the numeric keypad. When programming a chain dial number into a One Touch key or Auto Dial number, press the Plus key at the end

of the first part of the number to indicate to the fax machine that this is a chain dial number. When programming TSI/CSI and call back numbers into your fax machine, this key is used to enter a "+" symbol.

***Note:*** *With the ISDN option installed, chain dial numbers can be programmed but cannot be used.*

16. **PAUSE key (One Touch key 20):** Use this key on the One Touch keypad to enter automatic three second pauses in dialling when programming telephone numbers. For example, you may want to use this key to tell your fax machine to wait for an outside line to open. Pauses in telephone numbers are marked by a "P" symbol.

17. **SPACE key (One Touch key 19):** Use this key on the One Touch keypad to enter spaces while programming or to erase previously programmed information. Unlike the PAUSE key, spaces are used for easier reading only and have no effect on dialling.

18. **One Touch keypad:** For a description of all the functions of the One Touch keypad, including special characters assigned, see the following section "One Touch keypad".

19. **One Touch labels:** After programming a location into a One Touch key, write the name of the location on the One Touch label. Lift off the plastic cover and use a pencil to write in the name, then replace the cover.

20. **#/Group key:** Once you have programmed some One Touch keys or Auto Dial numbers, use this key to create groups to allow you to send the same fax to multiple locations. After you have loaded a document, press the AUTO DIAL key and use this key to select the group you want to send your fax to.

21. **0/Unique key:** When dialling, use this key to enter a "0". When programming your Sender ID or a Location ID, you can use this key to enter a variety of unique characters, e.g.! # &' () * +, -. /:; =? · @ \" _% ~ ä ß ñ ö ü Æ Å Ø æ å ø

22. **Numeric keypad:** When dialling, these twelve keys work like the keypad on a telephone. You will also use the keypad to enter numbers, letters and other characters while programming. After pressing the SEARCH key, you can also use the numeric keypad to alphabetically search for the names of locations programmed into your fax machine.

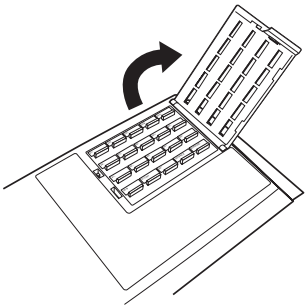
23. ***/Tone key:** If your fax machine is set to pulse dialling, this key allows you to switch the dialling operation of your fax machine from pulse to tone dialling during your current call. You can also use this key while programming to create numbers with mixed pulse-then-tone operation.

***Note 1:*** *This function is not available in some countries.*

***Note 2:*** *Some One Touch keys have been assigned a number of special characters. These can be used when programming destinations into the One Touch keys.*

## One Touch keypad

The One Touch keys are an important tool on your fax machine. You can use them for quick, One Touch, dialling and to access the functions and programming options of your fax machine.



### Dialling

To use a One Touch key for dialling, just press the appropriate One Touch key. For each key, you may program up to two telephone numbers: a primary number, which will always be dialled first, and an alternate number which will be automatically dialled if the first number is busy or if there is no answer.

You can also use the Location IDs (names) associated with One Touch keys to search for these locations by name using the SEARCH key.

There are 40 One Touch Keys available for programming. To access One Touch keys 21 to 40, grasp the One Touch keypad latch and swing the main One Touch panel up and out of the way. When you are finished, close the One Touch keypad to continue with other options and programming.

## Selecting functions and programming

You can also use One Touch keys 1 to 10 for selecting special transmission and reception functions, obtaining reports and programming. To select a function from the One Touch keypad, press the SELECT FUNCTION key, then press the corresponding One Touch key.

**1/DELAYED TX key:** Use this key to delay sending a fax to a time and date which can be specified up to three days later.

**2/PRINT OPERATION key:** Your fax machine can be set to receive messages into memory and not print them when it runs low on toner. Using this key you can also force messages to print when toner is low, but print quality may be poor. Using this key prints out confidential fax messages received into mailboxes in the memory of your fax machine after entering the correct password. If memory reception mode is set on your fax machine, use this key to print faxes that have been received in memory, without changing the reception mode of your fax machine. Also use this key to print any bulletin polling messages that have been stored in memory for transmission.

***Note:*** *Changing the answering mode of your fax machine automatically prints out any non-confidential faxes that have been received into memory.*

**3/CONFIDENTIAL TX key:** Using this key sends a confidential document to a personal mailbox (a memory storage area) in the receiving fax machine.

**4/RELAY INITIATE TX key:** Using this key sets up a relayed fax transmission. During a relayed fax transmission, your fax machine initiates the transmission by sending a document to a second fax machine, which then broadcasts the message to a number of other fax machines.

**5/POLLING key:** Using this key sets your fax machine to hold your document in the document feeder or to scan and store documents in memory (holding or storing documents depends on how your fax machine is set). Your fax machine will then wait for another fax machine to call and request a document to be sent (polling transmission). When no document is loaded on the document table, using this key calls another fax machine and requests it to send the documents it has loaded into memory or document feeder (polling reception).

**6/REPORT PRINT key:** Using this key manually prints reports from your fax machine.

**7/COUNTER DISPLAY key:** Your fax machine keeps track of the number of pages it has printed and scanned. Using this key checks the print counters of your fax machine and resets the drum counter of your fax machine after replacing the image drum unit.

**8/LOCATION PROG key:** Using this key programs One Touch keys, Auto Dial numbers and groups into your fax machine.

**9/USER PROGRAM key:** Using this key allows you to program identification information of your fax machine; set the clock of your fax machine; set forwarding number; set up mail boxes for confidential message reception; change your fax machine function settings and dial parameters or store bulletin polling messages for transmission; program passwords for printing messages stored in memory; program forwarding number and, if fitted, ISDN parameters and to restrict the use of your fax machine.

**10/PRINTER CLEANING key:** Using this key prints a cleaning page for clearing any accumulated toner from the image drum of your fax machine.

# Signal tones

Your fax machine emits a number of sounds to inform you of specific conditions.

**Key Select Tone:** This is a short beep that occurs each time you press a key.

**Error Tones:** If you press a wrong or inappropriate key, your fax machine will emit three short beeps. If your fax machine experiences a problem during communications, it will emit three long beeps. Press the STOP key to turn the error tone off. If the problem occurred during transmission you can print a Message Confirmation Report to check the source of the problem by pressing the COPY key twice with no documents loaded.

**Voice Request Tone:** During a fax session, either you or the person at the remote fax machine can initiate a voice request. When the person at the remote fax machine either initiates or answers your voice request, your fax machine emits a repetitive warbling sound, and the display will inform you what action to take.

**End of Session Tone:** At the end of every successful fax session, your fax machine emits a short beep to inform you that there were no errors or problems in the communication.

**Off-Hook Alarm Tone:** If your fax machine is equipped with a handset and if the handset is left off the hook, your fax machine will emit an intermittent warbling sound. To turn off the sound, hang up the handset or press the STOP key.

# Chapter 2 - Installation

## Getting started

To install your new fax machine, follow the instructions from Unpacking to Setting the Fax Identification. You must complete these steps for your fax machine to operate properly.

If you have purchased an option package for your fax machine, refer to the documentation you received with that option.

### Where to install your fax machine

- Install your fax machine in a dust-free location away from direct sunlight.
- Allow several centimetres on each side of the fax machine to ensure adequate ventilation.
- Make sure that both power and telephone outlets are available nearby.
- Choose a location where the relative humidity is between 20% and 80%, and where the temperature is between 10°C/50°F and 32°C/90°F.

## Unpacking

Before you begin, make sure that all items listed below are included in your package. Refer to the illustrations in Component Identification and remove the contents from the carton placing them on a sturdy surface.

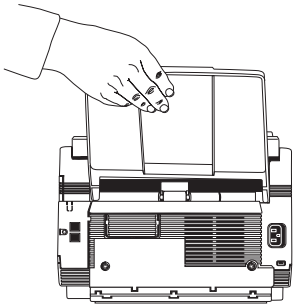
1. Fax machine unit
2. Toner cartridge
3. Image drum unit (inside the fax machine)
4. Power cable
5. Telephone line cable
6. Document stacker
7. This handbook

***Note:*** *A telephone handset, handset cradle and handset cable may also be included. If any items are missing, notify your supplier immediately for a replacement. Keep your packing materials and carton in case you ever need to ship or transport the machine.*

# Setting up

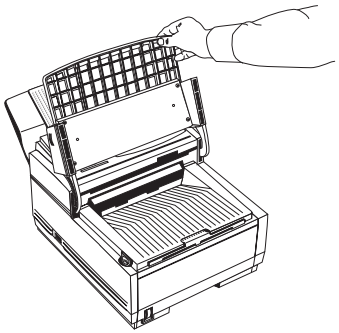
## Installing the document stacker

Slip the document stacker indents over the tabs on the rear of the unit. You will feel them lock into place.

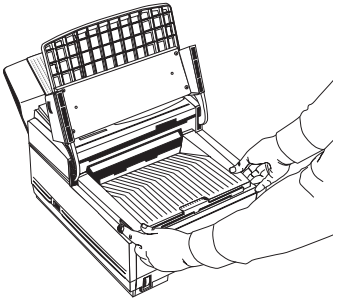


## Installing the toner cartridge

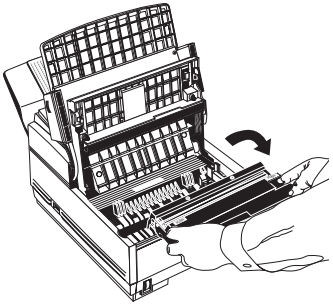
1. Lift the document table into an upright position.



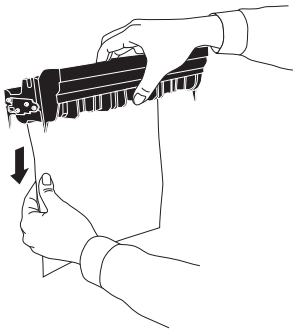
2. Push in the cover release buttons on the side of the copy stacker until you hear a click. Lift the copy stacker.



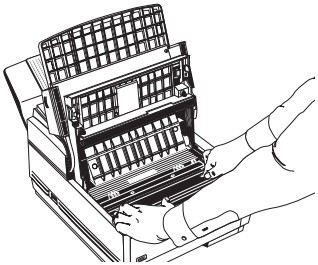
3. Lift the image drum unit clear, keeping it out of direct sunlight. DO NOT touch the green surface of the drum.



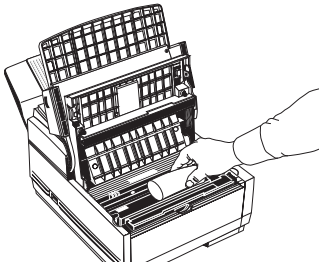
4. Carefully remove the protective sheet from the image drum unit.



5. Place the image drum unit back into your fax machine. To ensure that the image drum is positioned correctly, press down firmly on both of the locations marked “PUSH”.

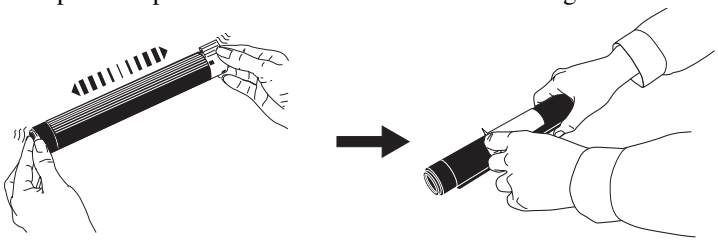


6. Remove the protective foam cylinder from the toner well in the image drum unit.

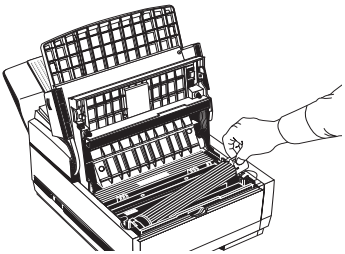


***WARNING:***
***BE CAREFUL WHEN HANDLING THE TONER CARTRIDGE. DO NOT LET TONER SPILL ONTO YOUR CLOTHING OR OTHER POROUS MATERIALS. IF YOU EXPERIENCE ANY PROBLEMS WITH TONER, REFER TO THE SAFETY INSTRUCTIONS AT THE BEGINNING OF THIS GUIDE.***

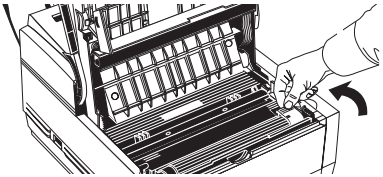
7. Remove the toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the plastic tape from the bottom of the toner cartridge.



8. With the ridged side facing up and the coloured lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, and then lower the right end into place.



9. Once the toner cartridge is in place, push the coloured lever all the way to the rear of the fax machine to secure it and release the toner.



10. Close the copy stacker until you hear it click into place. Be sure that the cover is latched on both sides.
11. Close the document table.

## Connecting the telephone line

1. Insert one end of the telephone cable into the LINE terminal at the back of the machine.
2. Insert the other end of the telephone cable into your wall telephone socket.

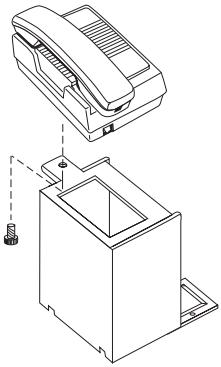
***Note:*** *An external telephone or optional external handset can also be connected (not available in all countries). See the instructions below.*

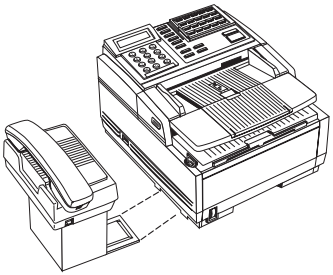
## Installing an external handset

If you purchased an optional external handset with your fax machine, follow these instructions to install it.

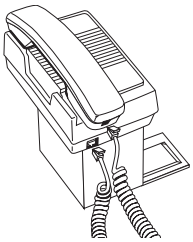
***Note:*** *The external handset cannot be used if the ISDN option is installed, as voice communication is not supported on this fax machine when using ISDN*

1. Insert the telephone cable supplied into the socket located on the bottom of the cradle and feed the cable to the back of the cradle.
2. Using the screw supplied, connect the handset cradle to its base.





3. Position the handset cradle on the left side of the fax machine.
4. Plug one end of the handset cable into the handset. Then plug the other end of the handset cable into the socket located on the front of the cradle. Place the handset in the cradle.



5. Feed the telephone cable from the back of the cradle through the cable run located on the back of the fax machine.
6. Insert the other end of the telephone cable into the TEL socket on the back of the fax machine.

## Connecting telephone or answering machine

1. Insert one end of the telephone cable into the TEL terminal on the back of the fax machine.
2. Insert the other end of the telephone cable into the socket in your telephone or answering machine.

***Note 1:*** *This facility is available in some countries only.*

***Note 2:*** *To connect both an answering machine and a telephone, first connect your answering machine to your fax machine and then insert your telephone's cable into the telephone socket on your answering machine.*

***Note 3:*** *You will need to have the TAD mode feature turned on for an answering machine to work with your fax machine. See Setting the Answering Mode later in this user's guide.*

***Note 4:*** *When the ISDN option is installed, an external telephone or answering machine cannot be connected because voice communication is not supported on this fax machine when using ISDN.*

## Connecting the power cable

***CAUTION:***
*Before connecting power, ensure that the power switch is OFF ("0" is in depressed position).*

1. Insert the power cable into the power inlet socket located on the back of the fax machine.
2. Connect the unattached end of the power cable into an earthed AC power outlet.

***WARNING:***
***THE AC POWER SOCKET SHOULD BE NEARBY AND REMAIN ACCESSIBLE AT ALL TIMES.***

3. Turn the power switch on. Your fax machine will take a few moments to warm up.
4. The time and current answering mode will appear on the display. Your fax machine is now in stand-by mode, ready to send or receive faxes.

# Paper

## Paper types

We recommend the following guidelines when selecting paper for use in your fax machine:

- Paper should be stored flat and away from moisture, direct sunlight and heat sources.
- It is recommended to use a smooth finished paper such as copier or laser type paper with a Sheffield (smoothness) rating of 250 or less. If in doubt, please ask your paper supplier.
- The use of heavily laid or textured paper will seriously impact the life of the image drum.
- Do not use very smooth, shiny/glossy paper.
- Do not use heavily embossed headed paper.
- Avoid printing on both sides and putting paper through the fax machine twice.
- Avoid using paper with perforations, cutouts and ragged edges.

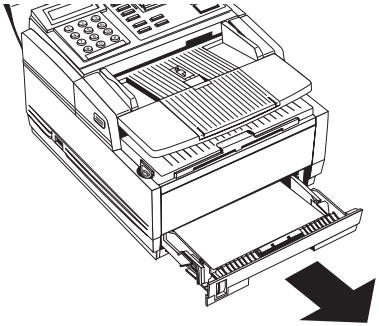
# Loading paper

Your fax machine can hold up to 250 sheets of standard weight (80 g/$m^2$) paper. For best results, use paper specially made for laser printers or photocopiers (see above).

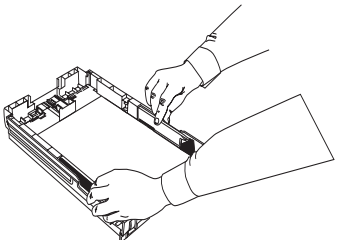
Your fax machine automatically reduces the vertical length of the page images it receives to fit on the paper loaded in your fax machine (down to 75% of the original length). For example, if a document created originally on legal-size paper is received, your fax machine reduces the received pages to fit on A4 or letter-size paper.

***Note:*** *Your fax machine is set at the factory to use A4 paper. If you intend to use a different paper size, change the 'paper size' user function setting to match your new paper size. See "Programming" later in this user's guide for instructions.*

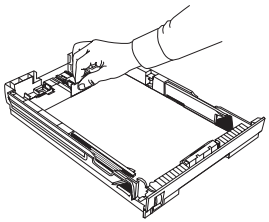
1. Pull the paper cassette out of the fax machine.



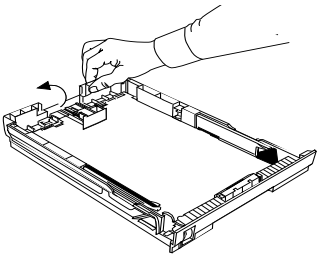
2. Adjust the paper guides to the width of your paper.



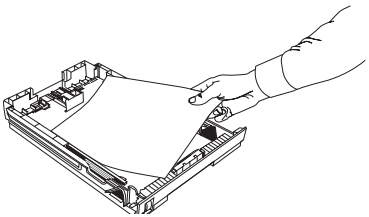
3. If necessary, lift and adjust the vertical paper guide for the length of your paper.



4. If you are using legal size paper, pull out the extension at the back of the paper cassette.



5. Remove the paper from its wrapper (up to 250 sheets). Note the print side notice printed on the label. Fan the paper.
6. Load the paper into the cassette, print side down.



***Note:*** *Make sure the paper is under the tabs at the left and right edges of the cassette. Do not fill past the Paper Full marker. If necessary, re-adjust the guides for a snug (but not tight) fit.*

7. Return the tray to the slot. Push it forward until it locks.

# Setting the clock

Follow these instructions to set the time and date on your fax machine.

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROGRAM One Touch key.
3. On the numeric keypad, press 3. The display will prompt for Clock Adjustment.
4. Press the YES key. The display will show the currently set date and time.
5. Using the numeric keypad, enter the new date and time.
6. Press the YES key to confirm your entry.
7. Press the SELECT FUNCTION key to finish.

# Setting answering mode

Your fax machine has a number of answering modes which determine how it handles incoming calls (both fax and voice). The current answering mode appears on your fax machine's LCD display.

***Note:*** *When the ISDN option is fitted, Telephone/Fax Auto Switch Mode (T/F) and Telephone Answering Device Mode (TAD) cannot be used because voice communication is not supported on this fax machine when using ISDN. Set fax machine to Manual mode (TEL.) if you do not want your ISDN machine to receive faxes.*

## Answering mode options

The answering mode which is best for you will vary depending on how you use your fax machine and what external telephone devices are connected to it. Read through the answering modes listed here, then follow the instructions below.

**Auto Receive Mode [FAX]:** If your fax machine is connected to a telephone line reserved only for fax communications, use the Auto Receive mode. Your fax machine will assume all incoming calls are fax messages and automatically receive all incoming fax messages.

**Manual Receive Mode [TEL]:** If you use the same line for both fax and telephone calls and the majority of your incoming calls are telephone calls, then the TEL answering mode is your best choice. Each time someone calls, your fax machine rings like a telephone. You can answer from either an external handset or from an external telephone connected to your fax machine. If you pick up the handset and hear fax machine CNG tones (normally a short peep every three seconds), press the START key to receive the fax. If you do not answer the phone and someone tries to send you a fax message, your machine will not accept it.

***Note:*** *Some older types of fax machines do not send CNG (calling) tones and the line may be silent when you answer a call in TEL answering mode.*

If you answer a call using a telephone connected to the same telephone line, but not connected directly to your fax machine, you can remotely tell your fax machine to start fax reception by entering a two digit remote receive number using the telephone keypad. See "16:REMOTE RECEIVE" in "Programming" later in this user's guide.

**Telephone/Fax Auto Switch Mode [T/F]:** When incoming calls are a mixture of fax and telephone calls, your best choice is the Telephone/Fax Auto SW mode. In this mode, your fax machine detects whether the incoming call is a fax or voice call. When the call is from another fax machine with CNG tones, your machine will switch to fax mode and receive the message. When the call is a voice call, your fax machine will ring like a telephone. If you do not answer, your fax machine will switch back to fax mode to allow the calling party to manually send a fax.

***Note 1:*** *Only use this mode if the telephone is located close to your fax machine. After the initial ring, the telephone falls silent, but the fax machine continues ringing.*

***Note 2:*** *If you receive calls from older fax machines, this mode will not work reliably, as those machines do not transmit CNG tones. In such cases the line is silent when you pick up the telephone. To receive the fax, press the start key or enter a 2 digit remote receive number using the telephone keypad. See* "16:REMOTE RECEIVE" *in "Programming" later in this User Guide.*

**Telephone Answering Device Mode [TAD]:** Use this mode if you have connected an answering machine to your fax machine. When a call is received and is not answered, your answering machine activates and is ready to send out your recorded outgoing message. At the same time, your fax machine monitors the incoming call to check if the call is a fax or voice call. If the incoming call is a fax call, your fax machine will receive the fax and no voice message will be recorded on your answering machine. If the incoming call is a voice call, then your fax machine will not activate and the calling party will be able to leave a voice message on your answering machine.

***Note:*** *In some countries, the Telephone Answering Device mode is normally turned off. To have it turned on, contact your supplier.*

**Memory Reception Mode [MEM]:** Use this answering mode if you want incoming faxes to be stored in the memory of your fax machine and not immediately printed. To prevent any data received from being printed while your fax machine is in Memory Reception Mode, you can program a password into your fax machine. See "Creating Memory Password" in "Programming" later in this user's guide.

**PC Receive Mode [PC]:** Use this mode when your fax machine is connected to your computer and you have the optional software installed on your computer, which allows your fax machine to act as a fax modem.

Any incoming fax messages would then be sent directly to your computer for storage and not be printed by your fax machine or stored in the memory of your fax machine.

**Forwarding Mode [FWD]:** When set to this mode, your fax machine receives all fax messages into memory, and will then automatically resend them to the forwarding number programmed into your fax machine.

***Note:*** *The forwarding number must be set before this answering mode is available. See "Forward number programming" in "Programming" later in this User Guide.*

## Changing answering mode

***Note:*** *In certain countries this procedure must be carried out by the installation engineer and may not be user accessible. If in doubt consult, your fax machine supplier or telephone service provider for advice.*

Follow these instructions to change the answering mode of your fax machine.

1. Press the AUTO REC key. Your fax machine displays your current answering mode.
2. Press the AUTO REC key again. Your fax machine switches to the next answering mode.
3. Continue pressing the AUTO REC key until the answering mode you want appears on the display. After a short pause, your fax machine programs the new answering mode and returns to stand-by mode displaying the new answering mode setting.

***Note:*** *If a password has been set in the Memory Reception mode, you will need to enter the password in order to disable it.*

# Fax machine identification

Fax machines use the information you enter here to identify themselves during communications. In most countries programming this information into your fax machine is a legal requirement. The information you enter here includes:

**TSI/CSI:** This is the telephone number of your fax machine. This number appears on displays and reports of other fax machines with whom you communicate. This number may also be printed at the top of faxes you send to other fax machines.

**Sender ID:** This is a descriptive title and is usually the location of your fax machine or the name of your company or office. The Sender ID is printed at the top of every fax you send. You can enter up to 32 characters. The first 16 characters of your Sender ID is also used as your Personal ID, which may appear on displays or reports of other fax machines with whom you communicate.

***Note:*** *Some fax machines do not print your TSI/CSI on their received pages. To make sure that your TSI/CSI is always printed, you can include your fax number as part of your Sender ID.*

**Call Back Number:** The Call Back Number is a telephone number (not a fax number) which the operator of the remote machine can use to reach you. If you use the voice request function while you are transmitting to another fax machine and no one is there to answer, your fax machine will automatically send a cover letter with a call back message. The call back message is printed on a separate sheet with the message “Please call back” and a telephone number where you can be reached. The call back number entered here is the number that appears on the call back message.

## Setting the fax machine identification

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROG. One-Touch key. The display will prompt for a selection.
3. On the numeric keypad, press 4. The display will confirm that system data program has been requested.
4. Press the YES key.
5. After the display clears, enter the full telephone number of your fax machine using the numeric keypad.

***Note:*** *Use the HYPHEN or 18/+ One Touch key to enter a "+" character before the number, which is the generally recognised method of indicating the international access code before the country dialling code. The 19/SPACE One Touch key is used to enter spaces in a number.*

6. Press the START key to save your entry.

7. Enter your Sender ID. This is a descriptive title up to 32 characters long. Refer to the instructions below.

| To do this | Use |
|---|---|
| Enter numbers | Numeric keypad. Press once for each number required. |
| Enter spaces | SPACE One Touch key. |
| Enter hyphens | HYPHEN key. |
| Enter alphabet characters | Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears.<br>It is also possible to input characters using One-Touch keys. |
| Enter a unique character. | Press the 0/UNIQUE key repeatedly until the character you want appears.<br>The following characters are available:<br>! # & '() * +, -. /:; =? ·@ \ "_% ~ ä ß ñ ö ü Æ Å Ø æ å ø |
| Enter next character or number | Press the NO key to move the cursor to the next position for the next character or number |
| Move cursor to make corrections | Press the YES or NO keys as applicable |

8. Press the **START** key to save your entry.

9. After the display clears, use the numeric keypad to enter the telephone number you want to use for call back messages. Enter up to 20 characters.

***Note:*** *Use the HYPHEN or 18/+ One Touch key to enter a "+" character before the number, which is a generally recognised method of indicating the international access code before the country dialling code. The 19/SPACE One Touch key is used to enter spaces in a number.*

10. Press the START key to save your entry.

11. Press the SELECT FUNCTION key to finish.

# Setting language

Your fax machine comes with two languages installed, which appear on the display and in reports. Follow the instructions below to switch languages.

***Note:*** *Your supplier may be able to provide you with additional languages.*

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROG. One Touch key. The display will prompt for a selection.
3. Press the YES key.
4. Using the numeric keypad, enter 14. The display confirms that the user language program has been selected.
5. Press the NO key to switch to the other installed language.
6. To accept the language change, press the YES key.
7. Press the SELECT FUNCTION key to finish.

# Connecting to a PBX

A PBX (Private Branch Exchange) is a private telephone system used to route internal calls. If you have to dial a prefix (access) number to get an outside line, then your line is connected to a PBX.

If you hear a secondary dial tone after dialling the access number, follow the instructions below. If not, set PBX off and simply insert the access code required in front of the dialled number string.

If you are connecting your fax machine to a PBX, follow the instructions below. These setting changes allow your fax machine to identify your PBX's outside line dial prefix digits in the numbers that you program or dial in your fax machine. After it dials the prefix digits, your fax machine will wait until it sees that an outside line is available before dialling the rest of the number.

***Note****: In some countries you may require service assistance to make these changes. Also, some PBX installations may require additional adjustments to your fax machine. If you continue to have difficulty with fax communication after following these steps, contact your supplier.*

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROG. One Touch key. The display will prompt for a selection.
3. On the numeric keypad, press 2. The display confirms that dial parameter has been requested
4. Press the YES key until the display prompts for selection of PBX line OFF.
5. Press the NO key. The display prompts for selection of PBX line ON.
6. Press the YES key until the display prompts for selection of Dial prefix OFF.
7. Press the NO key. The display changes, and prompts for entry of the dial prefix.
8. Using the numeric keypad, enter the number you normally dial from your PBX to obtain an outside line.

***Note**: If the dial prefix is a single digit (e.g. 9), then it is necessary to enter either three spaces with the SPACE One Touch key before the single digit (e.g. 9) or three spaces after the single digit (e.g. 9).*

9. Press the YES key.
10. Press the SELECT FUNCTION key to finish.

***Note 1**: The DIAL PREFIX number of your PBX LINE must be included in all outside telephone numbers you program into your fax machine or dial with the numeric keypad.*

***Note 2**: To later turn off the PBX LINE and DIAL PREFIX functions, follow Steps 1 - 7 above. At Step 8, press the* SPACE *One Touch key four times, then continue with Steps 9 - 10.*

# MFP function

To use your fax machine as a PC printer/fax/scanner, you will need to install optional Multi-Function Peripheral (MFP) software into your computer. For details on how to use your fax machine as an MFP, please refer to the documentation that comes with the MFP software.

# Chapter 3 - Dial Directories

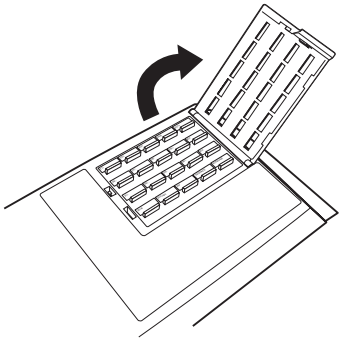
## Programming One Touch keys

Your fax machine has 40 One Touch keys for rapid dialling. You can store up to two fax numbers with 40 digits for each One Touch key, a main number and an alternate number. The alternate number is used if the main number is busy or does not answer. You can also enter a 15-character Location ID (name) for each One Touch key.

***Note 1:*** *To find One Touch keys which are not yet programmed, repeatedly press the Search key during step 3.*

***Note 2:*** *If all your One Touch keys are programmed, searching automatically looks for the first unassigned Auto Dial number.*

***Note 3:*** *To program or use One Touch keys 21 to 40, grasp the One Touch keypad latch and swing the main One Touch panel up and to the right. You can then select from One Touch keys 21 to 40. When you are finished, close the One Touch keypad to continue.*



1. Press the SELECT FUNCTION key.
2. Press the 8/LOCATION PROG. One-Touch key.
3. Press a One-Touch key to program and the display briefly indicates no fax number/location ID or a previously-programmed fax number and Location ID.

4. Enter the main fax number as follows:

| To Do This | Use |
|---|---|
| Enter numbers | Numeric keypad. |
| Enter spaces | SPACE One Touch key. |
| Enter hyphens | HYPHEN key (i.e. to wait for dial tone). |
| Enter pauses | PAUSE key (i.e., to wait for outside lines). |
| Add a switch from pulse to tone | */TONE key dialling for part of the call (not available in all countries.) |
| Move the cursor to make corrections | YES and NO keys. |

5. Press the START key.

6. Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

| To Do This | Use |
|---|---|
| Enter numbers | Numeric keypad. |
| Enter spaces | SPACE One Touch key. |
| Enter hyphens | HYPHEN key (i.e. to wait for dial tone). |
| Enter alphabet characters | Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears. |
| Enter a unique character | Press the 0/UNIQUE key repeatedly until the character you want appears.<br>The following characters are available:<br>! # & ‘() * +, -. /:; =? · ø @ \ “_% ~.ä ß ñ ö ü Æ Å Ø æ å |
| Enter next character or number | Press the NO key to move the cursor to the next position for the next character or number. |
| Move the cursor to make corrections | YES and NO keys. |

7. Press the START key.

8. If an alternate fax number is required, refer to the instructions in step 4. If no alternate number is required, continue with the next step.

9. Press the START key. The display prompts for selection of the G3 communication speed (default is 33,600 bps.).

10. Select with the NO key and then press the YES key.

***Note:*** *If you experience problems communicating with a remote location, try lowering the G3 communication speed. If this does not help, turn on G3 echo protection.*

11. The display prompts for selection of G3 echo protection. Select with the NO key, then press the YES key.

***Note 1:*** *If the ISDN option is installed, the display prompts for the ISDN mode after Step 11.*

*Press the* YES *key to select G4 or press the* NO *key first and then the* YES *key to select G4. Select G3 if you know that the remote fax machine is a non-ISDN machine (during communication with a non-ISDN fax machine the display on your machine will indicate a speed less than 64,000 bps.)*

*If you wish, you may leave this function set to G4. In this instance, if the remote fax machine is not an ISDN machine, your fax will automatically fall back to G3. If this happens three times in succession, the G4 setting will automatically change to G3.*

***Note 2:*** *Non-ISDN fax machines may be connected after an ISDN PBX, some of which do not return the correct data to your fax machine. If this is the case, your fax machine cannot fall back to G3. To solve this problem you must manually set this function to G3.*

12. To continue programming One Touch keys, go back to Step 3. If you are finished programming, press the SELECT FUNCTION key.

13. Lift off the plastic cover above the One Touch label. Using a pencil, write in the name for your newly-programmed One-Touch key. Replace the cover.

***Note:*** *If you want to delete any programming for a One Touch key, follow Steps 1 - 3. At Step 4 press the SPACE One Touch key until the number is deleted, then press the START key and continue with Steps 12 - 13.*

# Chain dialling

Each fax number that you enter or program into your fax machine can be up to 40 digits long. If you need to dial a number which is longer than 40 digits, then you can use the chain dial feature.

To create a chain dial number, program the first 39 digits of the number into a One Touch key or Auto Dial number. Then press the 18/+ One Touch key to make this a chain dial number. Next, program the rest of the number into another One Touch key or Auto Dial number. You can, if so desired, leave the second part of the number unprogrammed and enter it manually on the numeric keypad.

To use a chain dial number, select the One Touch key or Auto Dial number programmed with the first part of the chain dial number. The display will prompt you to press a One Touch (OT), Auto Dial (AD) or SEARCH key. Select the One Touch key or Auto Dial number programmed with the second part of the chain dial number.

If the second part of the chain dial number was not programmed, enter it manually on the numeric keypad. If required, press the START key to begin sending the fax.

***Note:*** *When the ISDN option is fitted, chain dial numbers can be programmed but cannot be used.*

# Programming Auto Dial numbers

Your fax machine has 150 Auto Dial numbers available for quick, three digit selection and dialling. For each Auto Dial number, you can enter a fax number up to 40 digits long and a Location ID (name) up to 15 characters long.

***Note:*** *To find Auto Dial numbers which are not yet programmed, you may repeatedly press the Search key in Step 3 below. If some One Touch keys are not programmed, searching automatically looks for the first unassigned One Touch key.*

1. Press the SELECT FUNCTION key.
2. Press the 8/LOCATION PROG. One Touch key.
3. Press the AUTO DIAL key.
4. Using the numeric keypad, enter a three digit number for the Auto Dial number 01 to 150 you want to program.

5. The display will briefly indicate a fax number and location ID, or a previously-programmed fax number and location.

6. Enter the fax number. Refer to the instructions below.

| To Do This | Use |
|---|---|
| Enter numbers | Numeric keypad. |
| Enter spaces | SPACE One Touch key. |
| Enter hyphens | HYPHEN key (i.e. to wait for dial tone). |
| Enter pauses | PAUSE key (i.e., to wait for outside lines). |
| Add a switch from pulse to tone | */TONE key dialling for part of the call (not available in all countries). |
| Move the cursor to make corrections | YES and NO keys. |

7. Press the START key.

8. Enter the Location ID. This is a descriptive title up to 15 characters long. Refer to the instructions below.

| To Do This | Use |
|---|---|
| Enter numbers | Numeric keypad. |
| Enter spaces | SPACE One Touch key. |
| Enter hyphens | HYPHEN key (i.e. to wait for dial tone). |
| Enter alphabet characters | Locate the character you want on the numeric keypad. Press that key repeatedly until the character appears. |
| Enter a unique character | Press the 0/UNIQUE key repeatedly until the character you want appears.<br>The following characters are available:<br>! # & ‘() * +, -. /:; =? · @ \ “_% ~ä ß ñ ö ü Æ Å Ø æ å ø. |
| Enter next character or number | Press the NO key to move the cursor to the next position for the next character or number. |
| Move the cursor to make corrections | YES and NO keys. |

9. Press the START key. The display prompts for selection of the G3 communication speed (default is 33,600bps).

10. Select with the NO key and then press the YES key.

***Note:*** *If you experience problems communicating with a remote location, try lowering the G3 communication speed. If this does not help, turn on G3 echo protection.*

11. The display prompts for G3 echo protection. Press the NO key to change the setting and the YES key to select it.

***Note 1:*** *If the ISDN option is installed, the display prompts for the ISDN mode after Step 11.*

*Press the* YES *key to select G4 or press the* NO *key first and then the* YES *key to select G4. Select G3 if you know that the remote fax machine is a non-ISDN machine (during communication with a non-ISDN fax machine the display on your machine will indicate a speed less than 64,000 bps.)*

*If you wish, you may leave this function set to G4. In this instance, if the remote fax machine is not an ISDN machine, your fax will automatically fall back to G3. If this happens three times in succession, the G4 setting will automatically change to G3 for that location.*

***Note 2:*** *Non-ISDN fax machines may be connected after an ISDN PBX, some of which do not return the correct data to your fax machine. If this is the case, your fax machine cannot fall back to G3. To solve this problem you must manually set this function to G3.*

12. To continue programming AUTO DIAL numbers, go back to Step 4. If you are finished programming, press the SELECT FUNCTION key.

***Note:*** *If you want to delete any programming for an Auto Dial number, follow Steps 1 - 4. At Step 5, press the* SPACE *One Touch key until the number is deleted, then press the* START *key and continue with Step 12.*

# Programming groups

Once you have programmed some One Touch keys or Auto Dial numbers, you can then program these numbers into groups to allow you to send the same fax to multiple locations.

1. Press the SELECT FUNCTION key
2. Press the 8/LOCATION PROG. One-Touch key.
3. On the numeric keypad, press the # key. The display confirms that group setting has been selected.

4. Using the numeric keypad, enter the group number 01 to 20 you want to program.

5. The display shows the number of your current group and prompts you to select a location. You can now add a location to your group (or delete a location from it). Refer to the instructions below.

| To do this | Use |
|---|---|
| Add a One Touch location | Press the One Touch key. Press START to add it to the group. |
| Add an Auto Dial location | Press AUTO DIAL. Enter a 3 digit Auto Dial number. Press START to add it to the group. |
| Delete a One Touch location | Press the One Touch key. Press START to delete it from the group. |
| Delete an Auto Dial location | Press AUTO DIAL. Enter a three digit Auto Dial number. Press START to delete it from the group. |
| Search for a location by name to add or delete | Press the SEARCH key repeatedly until the location you want appears. Press START to add it to the group. Press START to delete it from the group. |

6. After you have completed your selection, the display again prompts you to select location(s). Continue to add or delete locations from your group. Each group can contain up to a maximum of all of the One-Touch and Auto Dial locations available on your fax machine.

7. When you have finished programming your group, press the NO key.

***Note 1:*** *After programming a group, you can check the locations programmed into the group by carrying out Steps 1 - 4. At Step 5, repeatedly press the Start key to view all the programmed locations. To delete a location, press the* NO *key.*

***Note 2:*** *The locations programmed into groups can be printed. See Telephone Directory in Reports later in this user's guide.*

8. To program another group, go back to Step 3. If you are finished, press the SELECT FUNCTION key.

# Chapter 4 - Basic Operations

## Preparing documents

- Try to use good quality documents for your transmissions. Documents that are typed or created in felt-tip black ink on white (or light) paper work best.
- Do not send documents which are not rectangular.
- Never use documents that have wet or sticky surfaces, wrinkles, staples or paper clips. However, your fax machine can transmit documents that have been subject to normal wear, such as documents with staple holes, letter folds and minor corner folds.
- If you are not sure how a document will fax, try making a copy first on your fax machine (load the document face down and press the COPY key).
- If your documents are very creased, torn, or crinkled, make a copy on a photocopier and send the copy instead. You can also use a photocopier to enlarge or reduce documents before sending.

### Document size

All documents must have a minimum width of 148 mm and a minimum length of 128 mm. Documents must not be wider than 216 mm or longer than 356 mm.

***Note:*** *If you often have documents longer than 356 mm, your supplier may be able to adjust your fax machine to scan and transmit documents up to 1500 mm in length. Please be aware that adjusting the length setting to 1500 mm cancels detection of multiple document misfeeds.*

### Multiple page documents

Your fax machine can scan paper with a base weight between 60 g/$m^2$ and 105 gsm. You can load up to 30 sheets of standard 80 g/$m^2$ paper (e.g. photocopier paper) at the same time. If you use a heavier paper, you can load up to 15 sheets. For very heavy paper, manually load and send pages sheet-by-sheet.

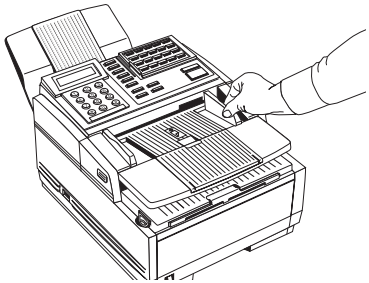
When loading several pages for transmission, paper thickness should be between 0.08 mm and 0.13 mm. For single page transmission, paper thickness can be between 0.06 mm and 0.15 mm.

# Loading documents

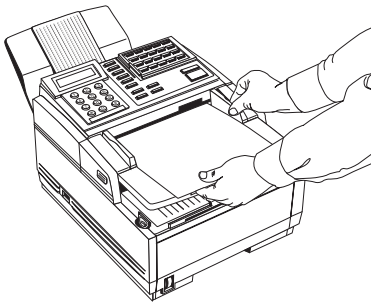
To prevent paper jams and problems during scanning, neatly stack your documents, aligning their edges, before loading. Do not load documents of different sizes at the same time and, to prevent multiple feeding and paper jams, do not force the documents into the document feeder.

***Note:*** *You can load and prepare to transmit a document while your fax machine is still sending or receiving another message (as long as the document feeder is clear and the display does not indicate that* TX PREP *is activated). To do this, load the document, select your location and press the* START *key. Your document will be scanned into memory and will be sent when the current communication ends.*

1. Adjust the document guides to the width of the paper you are using.



2. Neatly stack your documents, then insert them face down into the document feeder. If necessary, readjust the document guides for a snug fit.



3. Your fax machine will grip the documents and pull the bottom page into the machine.
4. If necessary, use the RESOLUTION/YES key to set the resolution of your document.

| Original Document | Set RESOLUTION to |
|---|---|
| Normal office documents | Standard (STD) |
| Documents with small type or other fine details | Fine/Ex. Fine |
| Documents with photos or many shades of grey | Photo |

5. If necessary, use the TYPE OF ORIGINAL/NO key to set the level of contrast in your document.

| Original Document | Set TYPE OF ORIGINAL to |
|---|---|
| Normal contrast | NORMAL |
| Contrast is too light | LIGHT |
| Contrast is too dark | DARK |

6. Your documents are now ready for faxing or copying.

# Sending faxes to a single location

1. Load your documents.
2. Select a location. Refer to the instructions below.

| To dial using | Do this |
|---|---|
| A One Touch key | Press the One Touch key. Lift the main One-Touch keypad to access One-Touch keys 21-40. |
| An Auto Dial number | Press the AUTO DIAL key, then enter the 3 digit Auto Dial number on the numeric keypad. |
| Numeric keypad | Dial as you would on a normal telephone. If you make a mistake, press the YES key to go back and re-enter the number. |

| To dial using | Do this |
|---|---|
| An external telephone | Pick up the handset of your external telephone and dial the number of the machine to which you wish to transmit.<br>If the receiving fax machine is in automatic reception mode, you will hear a high-pitched tone.<br>If a person answers the phone, ask them to press the START key on their fax machine. |

3. If necessary, press the START key to begin the transmission. Refer to the table below to understand some of the messages you may see during a typical fax transmission.

| Message | Explanation |
|---|---|
| LOCATION | The Personal ID or TSI/CSI of the remote location. If this is not programmed in the remote location, the Location ID or telephone number you entered will identify the location during transmission. |
| DIALLING | Your fax machine is dialling the number. |
| CALLING | The line is ringing. |
| SENDING | Your fax machine is sending the message. |
| RESULT = OK | The fax was sent successfully. |
| COMMUN. ERROR | If you see this or another error message, a problem occurred during the communication. Try re-sending the fax. Refer to Problem Solving for assistance. |

***Note:*** *When the ISDN G4 option is installed, if a fax number is entered with the numeric keypad, the fax machine shows the current transmission mode G3 or G4. To select the current setting, press the* YES *key. To change the current setting, press the* NO *key first and confirm this new setting with the* YES *key.*

## Search key dialling

If you are not sure which One Touch key or Auto Dial number contains the location you want to communicate with, use the Search key to look through an alphabetical list of all of the Location IDs programmed into your fax machine.

1. When selecting locations, press the SEARCH key. The display will prompt you to enter the first character.

2. Repeatedly press the SEARCH key to look through the entire list of locations in alphabetical order, or locate the letter you want on the numeric keypad, and press that key repeatedly to look through Location IDs beginning with that letter.

3. Press the START key as soon as the desired location appears on the display.

## Real-time dialling

Normally, your fax machine dials the entire number of the location you have selected at one time. Occasionally, it may be necessary to dial numbers in real time (one digit at a time).

If your fax machine is equipped with a handset, you can dial in real time by picking up the handset or pressing the HOOK/V. REQUEST key.

***Note:*** *Real-time dialling with the use of the* HOOK/V. REQUEST *key is not available in some countries or if the ISDN option is installed.*

## Redialling

If the line is busy or if there is no answer, your fax machine will wait and then automatically redial the number. Also, if your fax machine is transmitting from memory and a communication error occurs, it automatically redials the number and tries to send the fax again. You can redial a number manually at any time by pressing the REDIAL key.

## Confirming results

After transmission, press the COPY key once (with no documents loaded) to see a report on the fax machine's display confirming your transmission. To print the report, press the COPY key a second time. See "Reports" for more information.

## Stopping a transmission

To stop a transmission while it is in progress, follow the instructions below.

1. Press the STOP key twice. The display will confirm that transmission has been stopped.

2. If documents are stuck part way through the document feeder, the display may prompt you to reload the document.
3. Press the STOP key again and your fax machine will feed the document the rest of the way through the document feeder.

***Note:*** *If your fax machine cannot feed your document through the document feeder, refer to "Problem Solving".*

# Receiving faxes manually

***Note:*** *Receiving faxes manually is not possible when the ISDN option is fitted.*

Your fax machine receives faxes automatically unless the fax machine has been set to the manual receive [TEL] mode. If your fax machine is set to the manual receive [TEL] mode, follow the instructions below.

1. When your telephone or fax machine rings, pick up the telephone handset. If the call is a voice call, start speaking to the caller.
2. If the call is a fax call, or if a person wishes to fax you a document after having a conversation, press the START key.
3. When MANUAL START appears on the display, hang up the handset.

***Note:*** *You can also tell your fax machine to start fax reception by entering your 2 digit code for remote receive using your telephone keypad. Refer to "Remote Receive" in "Programming".*

4. After you receive the fax, a long beep tells you that the reception was successful.

# Receiving faxes in memory

Your fax machine automatically receives messages into memory and does not immediately print them in the following situations.

## Memory reception

When your fax machine has been set to Memory Reception Mode [MEM], any received faxes are stored in the memory of your fax machine and are not automatically printed. The display indicates whether any faxes have been received during memory reception mode.

When you change the reception mode of your fax machine, any non-confidential fax messages stored in memory are automatically printed.

If you want to print any fax messages stored in memory without changing the reception mode, carry out the following:

1. Press the SELECT FUNCTION key.
2. Press the 2/PRINT OPERATION One Touch key. The display will prompt you to print memory message.
3. Press the YES key. The stored message begins printing.

***Note:*** *If a memory reception password has been set, you will have to enter this password to print any messages stored in memory. See "Memory Password programming" in "Programming".*

4. When all messages have been printed, your fax machine automatically returns to memory reception mode.

## Paper out message

When your fax machine has run out of paper, a message appears on the display informing you of this and that messages are in memory. Your fax machine continues to receive faxes into memory when it has run out of paper. Your fax machine automatically prints out any messages received in memory when the paper is replaced.

## Low toner message

When your fax machine is running low on toner, a message appears on the display informing you of this. Rather than risk printing an unreadable message, your fax machine can be set by the supplier to automatically receive faxes into memory. The default setting not to receive faxes into memory when toner is running low allows time for you to change the toner cartridge. See "No Toner Mem. RX" in "Programming".

If your fax machine has received a message in memory because toner is low, the display will indicate that a message is in memory. To print out a message stored in memory when toner is running low, replace the toner cartridge or follow the instructions below.

1. Press the SELECT FUNCTION key.
2. Press the 2/PRINT OPERATION One-Touch key. The display will prompt you to print memory message.
3. Press the YES key.

***Note:*** *Even if you see a* TONER LOW *message on your fax machine, you may be able to use the* 2/PRINT OPERATION *One Touch key to continue printing faxes, but the print quality cannot be guaranteed. Replace your toner cartridge as soon as possible.*

### Cancelling messages stored in memory

It is also possible to erase messages received in memory without printing them.

1. After you have followed the instructions to print out messages stored in memory, the display confirms that the message in memory is printing.
2. To erase the message instead of printing it, press the STOP key immediately. The display will prompt you to cancel.
3. Press the YES key to erase the message from the memory of your fax machine.

## Rejecting unsolicited fax messages

The closed network option allows you to limit the locations your fax machine can communicate with. Using this function, you can set your fax machine to refuse to receive any faxes from locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers. Use of this function allows you to reject any unsolicited faxes such as advertising.

***Note:*** *In some countries, this function cannot be set by the user. Please contact your supplier for assistance.*

You can also set your fax machine not to send faxes to locations whose telephone numbers are not programmed into your One Touch keys or Auto Dial numbers.

The available settings are; limit reception only (RX), limit both transmission and reception (T/R), and no limitation on transmission or reception (OFF). To use the closed network function, follow the instructions below.

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROG. One Touch key.

3. Press the YES key. The display will prompt you to enter a function number.
4. Using the numeric keypad, enter 08. The display confirms that closed network is available, and the current setting of this function.
5. Press the NO key until the setting you want appears in the display.
6. Press the YES key to confirm the new setting then press the SELECT FUNCTION key to finish.

# Power failures and memory

Although the memory is backed up by battery (about 20 hours when the battery has been fully charged and the temperatures are normal), the following problems occur when power is cut off for lengthy periods of time.

- Any messages your fax machine has scanned into memory, but not yet transmitted, are lost.
- Any messages your fax machine has received into memory, but not yet printed, are lost.
- If you have loaded documents onto the document feeder of your fax machine, any dialling or transmission settings are lost.

Your fax machine prints a power outage report to inform you of a power failure. Use this report to determine which received messages you may have lost and which transmissions you may have to resend. Refer to Reports for more information.

# Making copies

Your fax machine can also be used to make copies. You can make up to 99 copies at one time. Your fax machine automatically makes all copies in FINE mode. STD, EX.FINE and PHOTO mode can be selected manually by pressing the YES key.

1. Load your documents.
2. Press the COPY key. The display will prompt you to enter the number of copies you need. If you want to make just one copy, you are finished. Your fax machine waits a moment, then begins copying.

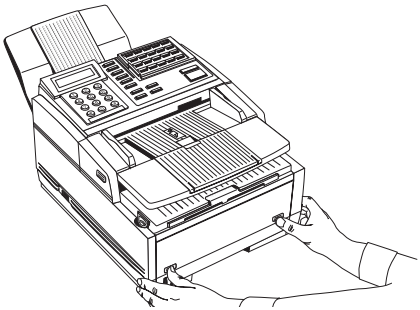
3. To make multiple copies, enter the number of copies you want to make on the numeric keypad within 3 seconds. Then press the COPY key again. Your fax machine begins making the required number of copies.

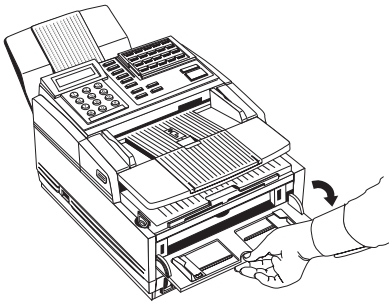
***Note:*** *When the display prompts you to program the number of copies, the degree of print resolution can be changed.*

## Making copies using manual paper feeder

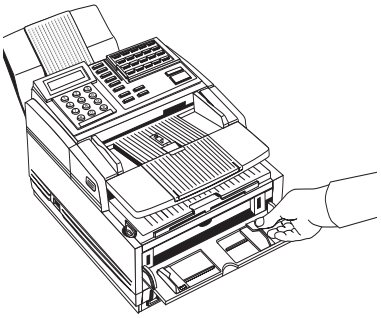
The manual paper feeder of your fax machine allows you to make copies on a different type of paper than that which is normally kept in the paper tray of your fax machine. To make copies using the manual paper cassette, follow the instructions below.

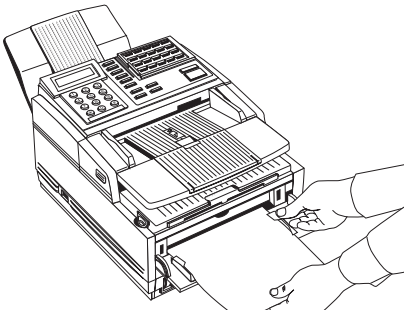
1. Press in on the lower half of the front panel indents, just above the paper cassette.





2. Pull the manual paper feeder down until it is horizontal.
3. Adjust the paper guides on the manual paper feeder.





4. Insert a sheet of paper face up, adjusting the guides again to ensure the paper is straight.

5. Press the COPY key.

***Note:*** *It is recommended to make single copies only when using the manual paper feed slot. This will prevent any possible paper feed jams from occurring.*

# Using voice request

The voice request feature allows you to have a conversation with a person at a remote fax machine during a fax communication. Either the sender or receiver of the fax can initiate a voice request.

If you are sending a fax, you can answer a voice request that you have issued and has been acknowledged by the remote fax, only after all pages have been transmitted.

If you are receiving a fax, you can answer a voice request that the remote fax machine has issued, after reception of each page.

You will know if the person on the other fax machine has issued a voice request when you hear a warbling tone. If you do not respond in approximately six seconds, the voice request is automatically cancelled.

***Note 1:*** *Both you and the remote fax machine will need to have either an attached handset or an external telephone to use the voice request function.*

***Note 2:*** *The voice request feature is not available if fax communication takes place at speeds higher than 14,400 bps or if the ISDN option is installed.*

***Note 3:*** *To initiate a voice request during transmission, the User Functions for the memory/feeder switch must be set to* FEED*, and the* INSTANT DIALLING *function must be set to* OFF*. These settings are not required when initiating a voice request during reception.*

# Initiating voice request

1. During a fax communication, press the HOOK/V. REQUEST key.
2. When the other party answers your request, your fax machine will emit a repetitive warbling sound. The display prompts you to lift the handset and press voice request.
3. Lift your handset and press the HOOK/V. REQUEST key.

***Note 1:*** *If you press your* HOOK/V. REQUEST *key to initiate a voice request during transmission, but no one is there to answer, your fax machine automatically sends a call back message to the remote site giving a telephone number where you can be reached.*

***Note 2:*** *A call back message is only sent if you have programmed a call back number into your fax machine. Refer to "Fax machine identification" in "Installation".*

## Answering voice request

Lift the handset and press the HOOK/V. REQUEST key.

# Chapter 5 - Advanced Operations

## Sending faxes to multiple locations and/or groups

If you want to send the same fax to more than one location, carry out the following steps:

1. Load your document.
2. Select your first group or location as follows. The next group or individual location must be selected within three seconds.

***Note:*** *If you want to send a fax to groups and individual locations, the groups must be selected first.*

| Select location using | Do this |
|---|---|
| A One Touch key | Press the One Touch key. Lift the main One touch keypad to access One touch keys 21 to 40. If display asks for confirmation of your selection, press the START key. |
| A group | Press the AUTO DIAL key and then # key in the numeric keypad. Then enter the code number of the group you want to use. |
| Auto Dial number | Press AUTO DIAL key, then enter three digit Auto Dial code number on the numeric keypad. If display asks for confirmation of your selection, press the START key. |
| A number dialled on the numeric keypad | Dial as you would on a normal telephone and press the START key. If the ISDN G4 option is fitted, the fax machine shows the current transmission mode G3 or G4. To select the current setting, press the YES key. To change the current setting, press the NO key first and confirm this new setting with the YES key. |

3. When selecting another group, do not press the AUTO DIAL key, but immediately press the **#** key and enter the code number for the next group you want to select.
4. Repeat Steps 2 and 3 until you have finished selecting groups and individual locations.

***Note:*** *Up to 10 fax locations can be entered using the numeric keypad.*

5. When you have finished selecting groups and/or individual locations, quickly press the START key and the display will prompt you to confirm that the entry is OK. If your entries are OK, press the START key. Your fax machine then scans your document and begins to transmit to your selected locations.

6. When you have finished selecting your groups and individual locations and you DO NOT press the START key quickly, the display indicates multi location.

***Note:*** *If your locations exceed the capacity of the display, then only the first locations are shown on the second line of the display, e.g.* #1, 03, *02, 4568; #1 *indicates Group 1; 03 indicates One Touch key* 03; *02 *indicates Auto Dial* 02; 4568 *are the first four digits of a number entered using the numeric keypad.*

7. If you want to confirm your entries by printing a report, press the NO key and the display shows asks you whether you wish to print an entry report.

   Press the YES key and your fax machine prints a report showing the locations you have selected. After printing the report, the display prompts you to check the location(s).

   If your entries are OK, press the NO key and the display asks you to confirm that the entry is OK and prompts you to start dialling.

   If your entries are OK, press the START key. Your fax machine then scans your document and begins to transmit to your selected locations.

8. If you do not want to print a report, but want to confirm your entries, press the NO key and the display prompts you to check the location(s).

   To check your selected locations, press the START key. The display shows the first location you have entered and prompts you to press the START key.

***Note:*** *The display indicates the first location entered into your fax machine.*

Keep pressing the START key until you have checked all the locations you have entered and the display again prompts you to check the location(s).

If your entries are OK, press the NO key and the display will prompt you to confirm that the entry is OK.

If your entries are OK, press the START key. Your fax machine then scans your document and begins to transmit to your selected locations.

9. If you want to cancel an entered location when checking locations, press the NO key when the display prompts you to press the START key.

***Note:*** *The display indicates the location entered into your fax machine which you may want to cancel.*

The displayed location is cancelled and the display shows the next location you have entered. Press the NO key each time you want to cancel a location entered into your fax machine. Press the START key if the displayed location is OK and to move onto the next location you have entered into your fax machine.

10. If you want to add another group or location after checking the groups and locations you have entered, select your new group or location when the display prompts you to check the location(s).

11. When you have finished selecting groups and individual locations, press the NO key when the display prompts you to check the location(s). Then press the START key when the display asks whether the entry is OK and prompts you to start dialling. Your fax machine will then scan your document and begin to transmit to your selected location(s).

# Delayed sending of faxes

The delayed transmission feature allows you to send documents at a specified date and time, and frees you from the need to manually start the transmission. You can program a delayed transmission to occur at any time on the day of your transmission, or at any time over the next three days.

You can program your fax machine to send delayed faxes from the document feeder or from memory. Refer to the table below to decide which method you want to use

| Features and limitations | From feeder | From memory |
|---|---|---|
| Number of locations | One | Multiple |
| Number of delayed faxes in your fax machine at any one time | One | Up to 20 |
| Fax machine can be used for other transmissions while a delayed fax is waiting to be sent. | No | Yes |

***Note:*** *Sending a delayed fax from your fax machine does depend on the settings of the user function memory feeder switch.*

When the user function memory feeder switch is set to FEED and you are sending a delayed fax to a single location, only one delayed fax can be programmed for transmitting. Your document remains on the document feeder after programming the delayed transmission to a single location. This means that you cannot use your fax machine to send other faxes until your delayed fax has been sent.

With user function memory feeder switch set to MEM, a maximum of 20 individual faxes can be programmed into the memory of your fax machine for sending at a later date and time. After programming your delayed transmissions to single locations, your document is scanned into memory to wait for the programmed date and time. This setting allows you to continue to send other faxes from your fax machine.

If you send delayed faxes to groups and/or individual multiple locations, the setting of the user function memory feeder switch is ignored. Delayed faxes are automatically scanned into memory.

## Sending delayed faxes to a single location

1. Load your document.
2. Press the SELECT FUNCTION key.
3. Press the 1/DELAYED TX One Touch key. The display confirms delayed TX and the date.
4. If transmission is to occur today press YES key and go to step 7. If transmission is to occur at a later date press the NO key.
5. Using the numeric keypad, enter the date on which you wish the transmission to begin.

***Note:*** *[xx/xx] indicates the date you have entered using the numeric keypad.*

6. Press the YES key. The display will prompt for entry of the delayed time.

7. Using the numeric keypad, enter the time on which you wish the transmission to begin.

***Note 1:*** *[xx/xx] indicates the time you have entered using the numeric keypad.*

***Note 2:*** *Enter the time using the 24-hour clock, i.e., 8:00* ***a.m****. would be entered as* 08:00 *and 8:00* ***p.m****. would be entered as* 20:00.

8. Press the YES key. The display prompts you to select location.

9. Select your location as follows.

| Select location using | Do this |
|---|---|
| A One Touch key | Press the One Touch key. Lift the main One touch keypad to access One touch keys 21 to 40. If the display asks for confirmation of your selection, press the START key. |
| Auto Dial number | Press AUTO DIAL key, then enter the 3 digit Auto Dial code number on the numeric keypad. If display asks for confirmation of your selection, press the START key. |
| A number dialled on the numeric keypad | Dial as you would on a normal telephone and press the START key. If the ISDN G4 option is fitted, the fax machine shows the current transmission mode G3 or G4. To select the current setting, press the YES key. To change the current setting, press the NO key first and confirm this new setting with the YES key. |

***Note 1:*** *If the user function memory feeder switch has been set to* FEED *and you are sending a delayed fax to a single location, your document remains on the document feeder until your programmed date and time. This prevents you from sending further faxes until your delayed fax has been sent.*

***Note 2:*** *If the user function memory feeder switch has been set to* MEM *and you are sending a delayed fax to a single location, your document is scanned into memory. When the programmed date and time is reached, your document is sent.*

10. Repeat the above procedure if you want to send another delayed fax. Please note that you can only program a maximum of twenty delayed transmissions into the memory of your fax machine.

## Sending delayed faxes to groups and/or multiple individual locations

1. Load your document.
2. Press the SELECT FUNCTION key.
3. Press the 1/DELAYED TX One Touch key. The display shows DELAYED, the TX DATE and today's date.
4. Press the YES key and go to Step 7 if transmission is to occur later today. If the transmission is to occur up to three days later, press the NO key. The display prompts you to enter the delayed transmission date.
5. Using the numeric keypad, enter the date on which you wish the transmission to begin. The display asks you to confirm the delayed transmission date YES or NO, indicating the date you have entered.
6. Press the YES key. The display prompts you to enter the delayed transmission time.
7. Using the numeric keypad, enter the time on which you wish the transmission to begin. The display asks you to confirm the delayed transmission date YES or NO, indicating the time you have entered.

***Note:*** *Enter the time using the 24-hour clock, i.e., 8:00* ***a.m****. would be entered as 08:00 and 8:00* ***p.m****. would be entered as 20:00.*

8. Press the YES key and select your first group or location as follows. The next group or individual location must be selected within three seconds.

| Select location using | Do this |
|---|---|
| A group | Press the AUTO DIAL key and then # key in the numeric keypad. Then enter the code number of the group you want to use. |
| A One Touch key | Press the One Touch key. If display asks for confirmation of your selection, press the START key. |
| Auto Dial number | Press Auto Dial key, then enter 3 digit Auto Dial code number on the numeric keypad. If display asks for confirmation of your selection, press the START key. |

| Select location using | Do this |
|---|---|
| A number dialled on the numeric keypad | Dial as you would on a normal telephone. If the ISDN G4 option is fitted, the fax machine shows the current transmission mode G3 or G4. To select the current setting, press the YES key. To change the current setting, press the NO key first and confirm this new setting with the YES key. |

***Note:*** *If you want to send a fax to groups and individual locations, the groups must be selected first.*

9. When selecting another group, do not press the AUTO DIAL key, use the numeric keypad. Immediately press the # key and enter the code number for the next group you want to select.

10. Repeat Steps 8 to 9 until you have finished selecting groups and individual locations.

***Note:*** *Up to ten fax locations can be entered using the numeric keypad.*

11. When you have finished selecting groups and/or individual locations, quickly press the START key and the display prompts you to confirm that the entry is OK.

12. If your entries are OK, press the START key.

13. When you have finished selecting your groups and individual locations and, if you *do not* press the START key, the display indicates the locations you have selected.

***Note:*** *If your locations exceed the capacity of the display, then only the first locations are shown on the second line of the display, e.g.* #1, 03, *02, 4568; #1 indicates Group 1; 03 indicates One Touch key* 03; *02 indicates Auto Dial 02;* 4568 *are the first four digits of a number entered using the numeric keypad.*

14. If you want to confirm your entries by printing a report, press the NO key and the display asks whether you wish to print the entry report.

    Press the YES key and your fax machine prints a report showing the locations you have selected. After printing the report, the display prompts you to check the location(s).

    If your entries are OK, press the NO key and the display prompts you to confirm that the entry is OK.

If your entries are OK, press the START key.

If you do not want to print a report, but want to confirm your entries, press the NO key and the display prompts you to check the location(s).

15. To check your selected locations, press the START key and the display shows the first location you have entered

16. Keep pressing the START key until you have checked all the locations you have entered and the display again prompts you to check the location(s) and asks whether you wish to exit.

    If your entries are OK, press the NO key and the display prompts you to confirm that your entry is OK and asks whether you wish to start dialling.

    If your entries are OK, press the START key.

17. If you want to cancel any entered location when checking locations, press the NO key in 16. above.

    The displayed location will be cancelled and the display will show the next location you have entered. Press the NO key each time you want to cancel a location entered into your fax machine. Press the START key if the displayed location is OK and to move onto the next location you have entered into your fax machine.

18. If you want to add another group or location after checking the groups and locations you have entered, select your new group or location when the display prompts you to check location(s).

19. If your entries are OK, press the NO key and the display prompts you to confirm that the entry is OK.

    If your entries are OK, press the START key. Your fax machine will then scan your document into the memory of your fax machine and wait until the programmed date and time is reached before sending your message.

## Cancelling delayed transmission

To cancel a delayed transmission from the document feeder or from memory before it has been sent, follow the instructions below.

1. Press the STOP key. The display requests confirmation that you wish the communication to be cancelled.

2. Press the YES key. The display shows the Location ID or telephone number of the first delayed transmission currently loaded in your fax machine.

***Note:*** *If you have programmed standard one-time polling or standard bulletin polling into your fax machine, the display indicates that it is waiting to be polled before the delayed transmissions. If this is the case, press the* NO *key first.*

3. Press the YES key to cancel the delayed transmission that is displayed.

4. If more than one delayed transmission has been programmed into your fax machine, press the NO key until the location of the delayed transmission you want to cancel appears, then press the YES key to cancel.

5. If the delayed transmission was a feeder transmission, press the STOP key again to remove the document from the document feeder.

# Confidential faxes

Fax machines are often placed in public places where anyone can look through received faxes. To overcome this, use the confidential fax feature when sending and/or receiving confidential faxes.

You can send and receive confidential faxes to and from other fax machines with personal mail boxes. However, the International Telecommunications Union (ITU) has now created a worldwide standard that uses ITU sub-addressing to allow fax machines or PC fax software from different manufacturers to send and receive confidential faxes.

When sending confidential faxes, you must know in advance the mail box number, or ITU sub-address, of the recipient you are sending the message to. Ask the person who is receiving the fax to tell you their mail box number, or ITU sub-address.

A receiving fax machine stores the message in a confidential mail box or ITU sub-address protected by a password and will not print any confidential faxes until the correct password is entered.

## Sending confidential faxes

1. Load your document.
2. Press the SELECT FUNCTION key.
3. Press the 3/CONFIDENTIAL TX One Touch key. The display will ask you to enter the number of the confidential mail box, or ITU sub-address, on the receiving fax machine.
4. Using the numeric keypad, enter the number of the confidential mail box, or ITU sub-address, to which you are transmitting.
5. Press the START key to confirm your entry. The display will prompt you to select a location.
6. Select your location as follows.

| Select location using | Do this |
|---|---|
| A One Touch key | Press the One Touch key. Lift the main One touch keypad to access One touch keys 21 to 40. |
| Auto Dial number | Press AUTO DIAL key, then enter 3 digit Auto Dial code number on the numeric keypad. |
| A number dialled on the numeric keypad | Dial as you would on a normal telephone. |

***Note:*** *You cannot send a confidential fax to a group or multiple individual locations.*

7. Press the START key and your fax machine will begin transmitting.

## Receiving confidential faxes

Before you can receive confidential faxes, you have to create a confidential or personal mailbox on your fax machine that is password protected (see below). You then have to tell the person sending the confidential fax your mailbox number.

When your fax machine receives a confidential fax, it stores the fax in your personal mailbox. Your fax machine will automatically print a Confidential RX Report to indicate that a confidential fax has been received and is waiting to be printed. Also the display confirms that there is a message in memory after receipt of a confidential fax.

## Creating a confidential mailbox

Create a confidential or personal mailbox on your fax machine as follows. (This fax machine can have a maximum of sixteen).

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROG. One touch key.
3. Using the numeric keypad, press 5. The display requests selection of the personal box program.
4. Press the YES key. The display will prompt you to enter a personal box number.
5. Using the numeric keypad, enter the two digit number of the personal box you want to use and press the YES key. The display normally requests confirmation that you wish to close the personal box.
6. Press the NO key until the display prompts you to confirm the indicated personal box.

***Note:*** *If the display does not ask you to confirm the personal box, then the personal box number you have selected already contains an ITU bulletin polling message. If the display indicates an illegal operation, then the personal box number you have selected already contains one or more confidential messages in memory. Please select another personal box number to use.*

7. Press the YES key and using the numeric keypad, enter the 4-digit password you want to use with your mailbox.
8. Press the YES key to confirm your entry.
9. Your fax machine will ask you to enter another personal box number. To continue programming personal boxes, go back to Step 5.
10. If you are finished programming, press the SELECT FUNCTION key.

## Changing the password or closing a personal box

If you want to change the password of an existing personal box, or if you want to close an existing personal box, follow the instructions below.

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROG. One touch key.
3. Using the numeric keypad, press 5. The display will prompt for selection of the personal box program.
4. Press the YES key. The display will prompt you to enter a personal box number.
5. Using the numeric keypad, enter the two digit number of the personal box whose password you want to change, or which you want to close.

***Note:*** *If the display indicates an illegal operation, then the personal box number you have selected contains one or more confidential messages. You must print these messages first before you can change or close the personal box.*

6. Press the YES key. The display confirms the personal box is selected.
7. To close a personal box:
   (a) Press the NO key until CLOSE is displayed and then press the YES key.
   (b) The display will request confirmation that you wish to close this personal box. If this correct, press YES.
8. To change the password:
   (a) Press the YES key. The display will prompt you for a password.
   (b) Enter a new 4-digit number on the numeric keypad.
   (c) Press the YES key to accept the new password.
9. To continue programming personal boxes, go back to Step 5. If you have finished programming, press the SELECT FUNCTION key.

## Printing confidential faxes

Each time your fax machine receives a confidential fax, it automatically prints a confidential reception report telling you which mailbox number received the message. To print a confidential fax after your fax machine has received it, follow the instructions below.

1. Press the SELECT FUNCTION key.
2. Press the 2/PRINT OPERATION One touch key. The display will prompt you to select print personal box.

***Note:*** *If your fax machine is set to Memory Reception Mode and there are messages in memory, the display prompts you to print messages in memory. In this case, press the* NO *key first, before proceeding with Step 3.*

3. Press the YES. The display will prompt you to enter the personal box number.
4. Using the numeric keypad, enter the two digit number of the personal box you want to print from. The display will prompt you to confirm the personal box number. If this is correct, press YES.

***Note:*** *If no message is stored in that personal box, the display will confirm that there is no data in the memory.*

5. Using the numeric keypad, enter the 4-digit password for the personal box you want to print from.
6. Press the YES key. The message begins printing.

***Note:*** *If you want to clear the personal box without waiting for printing, press the* STOP *key* ***immediately*** *at this point. The display prompts you to cancel the operation. Press the* YES key *to clear the personal box.*

# Memory password programming

See “Programming”.

# Relay broadcasting

Relay broadcasting is where one fax machine, which is the relay initiating station, sends a document to another fax machine. The receiving fax machine, which is the relay key station, will then resend (broadcast) the document to a number of other locations.

## Relay initiating station

Your fax machine can act as the relay initiating station, which starts the relay broadcast by sending the original documents. Before programming your fax machine to initiate a relay broadcast, you will need to obtain the following information from the operator of the fax machine you intend to use as a relay key station.

**Relay Password:** This is the relay password (up to 20 digits) which is programmed into the relay key station.

**Remote List Number:** These numbers (up to 20 digits) are the code numbers of locations or groups of locations programmed into the relay key station.

## Relay key station

The relay key station is the fax machine, which receives the original fax message, and then automatically relay broadcasts the message to other remote fax machines. For this feature to be available, the fax machine operating as a relay key station must be able to receive and relay broadcast the message to other fax machines with a SUB PWD relay function.

## Relay broadcast report

After a relay broadcast is completed, it is possible for the relay key station to send a message back to your fax machine confirming the success of the relay broadcast. For this function to work, the telephone number of your fax machine must be programmed into the Auto Dial list of your fax machine with the Auto Dial code number 150.

## Initiating relay broadcast

1. Load your document.
2. Press the SELECT FUNCTION key.
3. Press the 4/RELAY INITIATE TX One touch key. The display will prompt you to enter the relay password.
4. Using the numeric keypad, enter a password of up to 20 digits, which is the same as the relay password programmed into the relay key station.

***Note:*** *If you are initiating a relay broadcast to another relay key station, press the* NO *key. Using the numeric keypad, enter the password of the other relay key station.*

5. Press the START key. The display will prompt you to enter the remote list number.
6. Using the numeric keypad, enter a number of up to 20 digits which corresponds to a relay group programmed into the relay key station.

***Note:*** *If you are initiating a relay broadcast to another relay group, press the* NO *key. Using the numeric keypad, enter the number of the other relay group.*

7. Press the YES key and the display will prompt you to select a location.
8. Select the location of the relay key station as follows:

| Select location using | Do this |
|---|---|
| A One Touch key | Press the One Touch key. Lift the main One touch keypad to access One touch keys 21 to 40. |
| Auto Dial number | Press the AUTO DIAL key, then enter 3 digit Auto Dial code number on the numeric keypad. |
| A number dialled on the numeric keypad | Dial as you would on a normal telephone. |

9. Press the START key. Your fax machine will begin transmitting.

# Polling

When you normally send faxes, you load your document into your fax machine, select a location and, if required, press the START key to begin sending the document. However, sometimes it is more useful to be able to simply load your document on the document feeder or scan into the memory of your fax machine and set it to wait for the another fax machine to call and collect the document. This is called setting your fax machine to be polled, or polling transmission. Calling another fax machine to receive documents someone else has loaded into their fax machine is called polling reception.

There are two standards for polling. Standard polling is to an old standard that is used by many, but not all manufacturers and ITU selective polling, which is the latest standard. Your fax machine supports both standards.

ITU selective polling allows you to retrieve documents from individual mailboxes or ITU sub-addresses from a fax machine or PC with fax software that meets the standard for ITU selective polling.

## Polling transmission

1. Load your document.
2. Press the SELECT FUNCTION key.
3. Press the 5/POLLING One touch Key. The display confirms that bulletin poll has been selected.
4. For standard one-time polling, press the NO key. If user function 17:MEM./FEEDER SW. has been set to FEED (see Programming), your document remains on the document feeder and waits for it to be retrieved by the remote party. If the user function is set to MEM, your document is scanned into memory document and waits for it to be retrieved by the remote party. In both cases, the display will confirm that the document is waiting to be polled.

***Note 1:*** *Standard one-time polling uses the personal mailbox number of* 00 *to store the document in the memory of your fax machine. After your fax machine has been polled and the document has been sent, mailbox* 00 *is automatically cleared.*

***Note 2:*** *If the display indicates that mailbox already exists, then mailbox* 00 *is already in use for standard one-time polling or standard bulletin polling. Either cancel the standard one-time polling or standard bulletin polling or use ITU bulletin polling.*

5. For standard bulletin polling, press the YES key and the display will prompt you to enter a personal box number.

***Note:*** *Standard bulletin polling uses the personal mailbox number of* 00 *to store the document in the memory of your fax machine. After your fax machine has been polled and the document has been sent, your document remains in mailbox 00 allowing the document to be retrieved more than once.*

6. Using the numeric keypad, enter the two digit number of the personal mailbox you want to use and press the YES key. Your document is then scanned into the memory of your fax machine and the display indicates that the document is waiting to be polled.

***Note:*** *If the display indicates that the mailbox already exists, then the mailbox 00 is already in use for standard one-time polling or standard bulletin polling. To set up a new standard bulletin polling, you can either cancel the standard one-time polling or standard bulletin polling or use ITU bulletin polling as described below.*

7. For ITU bulletin polling, press the YES key and the display prompts you to enter a personal box number.

8. Using the numeric keypad, enter a number between 01 and 16 for the personal mailbox you want to use and press the YES key. Your document is then scanned into the memory of your fax machine and the display indicates that a bulletin message is in memory.

***Note 1:*** *If the display indicates an illegal operation has occurred, then the personal mailbox you have selected is already in use as a confidential mailbox. Please select another personal mailbox to use.*

***Note 2:*** *If the display indicates that you are about to overwrite a mailbox, then the personal mailbox you have selected is already in use for ITU bulletin polling. You can select another personal mailbox to use or overwrite the bulletin message already in the personal mailbox.*

***Note 3:*** *After your fax machine has been polled and the document has been sent, your document remains in mailbox allowing the document to be retrieved more than once.*

## Polling reception

When carrying out polling reception, the fax machine or PC with fax software you are polling should be able to carry out standard polling transmission or ITU polling transmission.

1. With no documents loaded, press the SELECT FUNCTION key.
2. Press the 5/POLLING One Touch Key. The display indicates the mailbox number.
3. Press the START key when the fax machine you are contacting supports standard polling, and go to Step 5.
4. If the fax machine or PC with fax software you are contacting supports ITU polling, using the numeric keypad enter the number of the personal box or ITU sub-address on the machine you are polling and press the START key. The display prompts you to select the location of the receiving machine.
5. Select the location of the fax machine or PC you are polling as follows:

| Select location using | Do this |
|---|---|
| A One Touch key | Press the One Touch key. Lift the main One touch keypad to access One touch keys 21 to 40. |
| Auto Dial number | Press AUTO DIAL key, then enter a 3 digit Auto Dial code number on the numeric keypad. |
| A number dialled on the numeric keypad | Dial as you would on a normal telephone. |

6. Press the START key. Your fax machine will begin polling the remote fax machine or PC.

## Cancelling polling transmission

### Standard one-time/bulletin polling

Cancel a standard one-time polling transmission or a standard bulletin polling transmission as follows:

1. Press the STOP key. The display indicates that you have selected communication cancel

2. Press the YES key and the display prompts you to confirm cancellation of the document waiting to be polled.
3. Press the YES key and the polling transmission is cancelled.

### ITU bulletin polling

To cancel an ITU bulletin polling transmission, you have to close the personal mailbox as follows:

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROGRAM One Touch key.
3. Using the numeric keypad, press number 5. The display confirms that you have selected the personal box program.
4. Press the YES key and the display prompts you to enter the personal box number.
5. Using the numeric keypad, enter the number of the personal mailbox you want to close and press the YES key. The display will prompt you to confirm the box number.
6. Press the NO key until the display prompts you to close the personal box number.
7. Press the YES key and the display prompts you to confirm the deletion.
8. Press the YES key and the personal mailbox is closed.

## Printing ITU bulletin messages

If you want to check any ITU bulletin messages stored in a personal mailbox, you can print the messages as follows:

1. Press the SELECT FUNCTION key.
2. Press the 2/PRINT OPERATION One Touch Key. The display will prompt you to print the memory message(s).
3. Press the YES key. The display will prompt you to enter the personal box number.
4. Using the numeric keypad, enter the number of the personal box then press the YES key. Your fax machine then prints the message stored in the personal mailbox.

***Note 1:*** *Standard one-time and standard bulletin polling messages stored in personal box* 00 *cannot be printed.*

***Note 2:*** *If no message is stored in that personal box, the display will indicate that there is no data in memory.*

***Note 3:*** *If you want to clear the personal box without printing,* ***immediately*** *press the* STOP *key in Step 4. The display will prompt you to confirm that you wish to cancel. Press the* YES *key to clear the personal box.*

# Dual access

The advanced dual access feature of your fax machine allows you to load and prepare documents for transmission while your fax machine is sending or receiving another message, or automatically printing reports. This feature reduces the time you must spend waiting for other operations to finish.

***Note:*** *If the display indicates that transmission is already activated you cannot place or scan documents. If this is the case, wait until this message disappears.*

## While sending faxes

After your fax machine has finished scanning a document into memory and is transmitting from memory, you can:

- Load another document and prepare it for transmission.
- Continue to load documents as long as there is memory available on your fax machine. When the first transmission is complete, the next fax is automatically sent.
- Make copies.

## While receiving faxes

While your fax machine is receiving faxes, you can:

- Load another document and prepare it for transmission.
- Continue to load documents as long as there is memory available on your fax machine. When the first reception is complete, the next fax is automatically sent.

- Continue to receive faxes while earlier messages are being printed if your fax machine has been set to memory reception mode.

## While making copies

While you are making copies with your fax machine, you can:

- Continue to receive faxes while copies are being printed if your fax machine has been set to memory reception mode.

## While printing reports

While your fax machine is automatically printing reports, you can:

- Continue to receive faxes while reports are being automatically printed if your fax machine has enough memory available. When the report has finished printing, your received fax message is then printed.
- Continue to load documents as long as there is memory available on your fax machine. After the report is printed, your fax is automatically sent.

# Chapter 6 - Programming

## Customising features and operations

Many features and functions of your fax machine have settings which can be changed to customise the operations of your fax machine. Because each country has different regulations, you may not be able to access all of the settings listed below. If you have trouble changing a setting, contact your supplier for assistance.

### Viewing your current settings

Follow these instructions to obtain a configuration report showing your fax machine's current accessible settings.

1. Press the SELECT FUNCTION key.
2. Press the 6/REPORT PRINT One Touch key. The display indicates that you have selected the activity report.
3. Using the numeric keypad, press 5. The display confirms that configuration has been selected.
4. Press the YES key and the report will begin printing.
5. Press the SELECT FUNCTION key to finish.

### User function settings

User function settings allow you to customize the general operation of your fax machine. Refer to the list below to determine which settings you may need to change, then refer to "Changing User Function Settings" to make the change.

***Note:*** *Depending on local telephone regulations, some of the following user function settings may not be available.*

#### User function settings list

**01:MCF. (SINGLE-LOC.):** This function automatically prints a Message Confirmation Report after each single location transmission or polling transmission. Available settings are ON and OFF.

**02:MCF. (MULTI-LOC.):** This function prints a general Message Confirmation Report and a detailed Broadcast Confirmation Report after each multiple location transmission. Available settings are ON and OFF.

**03:ERR. REPORT (MCF.):** This function automatically prints a Message Confirmation Report each time an error occurs during a transmission or polling transmission operation. Available settings are ON and OFF.

**04:IMAGE IN MCF.:** When a Message Confirmation Report is automatically printed, this function adds a portion of the first page your fax machine transmitted. This is printed at the bottom of the message confirmation report. Available settings are ON and OFF.

***Note:*** *This image function only becomes effective if user function 17:MEM./FEEDER SW. is set to MEM and/or user function 25:INSTANT DIALLING is set to ON.*

**05:SENDER ID:** This function controls the printing of your fax machine's Sender ID on the faxes you send. When turned on, your fax machine's Sender ID, date and time will be printed on each page slightly outside the image area of your document. When turned off, your Sender ID, date and time will not be printed. However, some fax machines will print your TSI/CSI.

**06:MONITOR VOLUME:** This function sets the volume your fax machine uses for telephone line monitoring sounds during dialling. Available settings are LOW, MID, H-MID, HIGH and OFF.

**07:BUZZER VOLUME:** This function sets the volume of the various beep and alarm tones your fax machine emits during operations. Available settings are LOW, MIDDLE and HIGH.

**08:CLOSED NETWORK:** This function allows you to program your fax machine to refuse to receive faxes from or transmit faxes to locations whose telephone numbers have not been programmed into your fax machine's One Touch keys or Auto Dial numbers. Using this function, you can set up a closed network of fax machines. If you do not want your fax machine to transmit faxes to or receive faxes from locations outside your network, select T/R. If you only want your fax machine to refuse to receive faxes from outside your network, select RX. Available settings are OFF, T/R and RX

**09:TX MODE DEFAULT:** This function allows you to change your fax machine's default type of original, transmit and copy resolution settings. Unless you select otherwise using the RESOLUTION/YES or TYPE OF

ORIGINAL/NO keys, your fax machine is set to use the STANDARD and NORMAL settings. If you repeatedly send faxes or make copies which require some other combination of transmission modes, use this function setting to change the default transmission modes to any other combination of settings. While you are programming, the new default combinations will appear on the LEDs above the RESOLUTION/YES or TYPE OF ORIGINAL/NO key.

**10:T/F TIMER PRG.:** When set to the telephone/fax answering mode, your fax machine automatically distinguishes between incoming voice and fax calls from fax machines with CNG tones (short 'beeps' every three seconds). If the incoming call is a voice call, your fax machine will ring to tell you to pick up the handset. If you do not answer, your fax machine automatically switches back to facsimile mode to allow your fax machine to receive faxes from older machines which do not transmit CNG tones, and also to receive faxes sent manually. The T/F TIMER function controls how long your fax machine waits before switching back to fax mode. Available settings are 20 seconds or 35 seconds

***Note:*** *If your fax machine is set to telephone/fax auto switch answering mode, it is recommended that you set ring response to one ring.*

**11:RING RESPONSE:** This function controls how long your fax machine waits before answering an incoming telephone call when your fax machine is set to auto receive or telephone/fax auto switch answering modes. The available settings are 1 ring, 5 seconds, 10 seconds, 15 seconds or 20 seconds.

**12:DISTINCTIVE RING:** Distinctive ringing is a service offered by some telephone services that allow you to have different numbers on one line, each with its own distinctive ring. In this way, when you get an incoming call, you can identify what number is being called by the ring pattern. Your local telephone service can provide you with more information about this service and if it is available. If available, this service is usually offered as a monthly charge to your normal telephone bill. To use this function, refer to Setting Distinctive Ring.

***Note:*** *If the ISDN G4 option is installed, T/F Timer Prg., Ring Response and Distinctive Ring are not available.*

**13:PAPER SIZE:** This function allows you to tell your fax machine what size of paper you are using in the paper tray and manual paper feed of your fax machine. Available settings are A4, letter, legal 13, legal 14, executive*, A5*, A6* and JIS B5* (* do not use these settings for normal

stand-alone fax reception as messages will be stored in memory and will not print out until you return to one of the normal paper size settings).

**14:USER LANGUAGE:** This function allows you to switch between the two languages programmed into your fax machine

**15:INCOMING RING:** This function controls the telephone ringing sound your fax machine makes when a call comes in. When this function is set to off, your fax machine will not ring during incoming calls. When set to on, and 11:RING RESPONSE is set to 5 to 20 seconds (except 1 ring), your fax machine will also ring when set to Auto receive mode (FAX), Memory receive mode (MEM) or PC mode (PC) When set to DRC, your fax machine rings for each incoming call with the same tone, even if you have function 12:DISTINCTIVE RING set to OFF. Available settings are ON, OFF and DRC.

***Note:*** *DRC is only available if the setting of user function* 12:DISTINCTIVE RING *is available. Also, when set to* OFF, *there is no effect on ringer in telephone/fax auto switch answering mode.*

**16:REMOTE RECEIVE:** When you receive an incoming call, this function allows you to remotely tell your fax machine to switch from telephone to fax mode to receive an incoming fax. To use this function, use the keypad of a handset or an external telephone to enter the code number of remote receive you have programmed into your fax machine. Available settings are off, 00, 11, 22, 33, 44, 55, 66, 77, 88, 99, ** and ##. This function only works if your telephone system is a tone dialling system.

**17:MEM./FEEDER SW.:** This function controls how your fax machine normally transmits fax messages to one location. Either scanning the document into memory first and then start dialling, or by transmitting directly from the document feeder after dialling. Available settings are MEM. and FEED.

***Note:*** *The setting of 17:MEM./FEEDER SW. only becomes effective if user function 25:INSTANT DIALLING is set to OFF. If 25:INSTANT DIALLING is set to ON, all documents are scanned upon call origination.*

**18:POWER SAVE MODE:** This function substantially reduces the amount of power your fax machine consumes when it is not in use. When this function is on, your fax machine automatically switches to power save mode after it has been idle for three minutes. When this occurs, the display

indicates that the machine is in power save mode and requests you to press the START key to exit.

While in this mode, your fax machine automatically switches back to full operation after you press the START key, when the telephone rings, when the telephone handset, or telephone connected to the fax machine, is lifted, or when a document is loaded. Available settings are ON and OFF.

***Note 1:*** *If you have purchased the optional MFP software and you have connected your fax machine to a PC, it is recommended that you turn 18:POWER SAVE MODE OFF. Your PC cannot switch your fax machine back to full operation.*

*Note 2:* *If the ISDN option is fitted and your fax machine is connected to an ISDN telephone line, the ON setting of Power Save Mode is ignored*

**19:ECM FUNCTION:** The error correction mode function helps your fax machine to improve communication in areas where telephone line conditions are poor. Available settings are ON and OFF.

***Note 1:*** *When using ECM, the transmitting fax machine automatically checks the data as it is sent. If the receiving fax machine cannot verify the transmission, the transmitting fax machine will retransmit as necessary. Using ECM also increases transmission time slightly, because the data is checked as it is transmitted. However, not all fax machines have ECM. If you have activated ECM and then transmit to a fax machine not using ECM, there will be no change in fax transmission time because ECM will not be used.*

***Note 2:*** *When you set ECM to off, maximum fax communication in G3 mode is 14,400 bps. In G4 mode (optional), setting the ECM to OFF does not effect the ISDN speed of 64,000 bps.*

**20:REMOTE DIAGNOSIS:** The remote diagnostics feature allows a service person to remotely dial and service your fax machine. Available settings are ON and OFF.

**21:PC/FAX SWITCH:** When your fax machine is set to answer in PC Receive Mode and your optional MFP software is set to receive fax messages, all incoming calls are transferred directly to your PC. However, if you are experiencing a problem with your PC, you can tell your fax machine to receive and print faxes locally if your PC does not respond to the call within 20 second, by setting this function to ON. Available settings are ON and OFF.

**22:NO TONER MEM. RX:** With this function turned on, your fax machine automatically receives and stores messages in its memory when toner is low. When turned off, messages print even if toner is low or empty. Available settings are ON and OFF.

***Note:*** *The off setting allows time for you to replace the toner cartridge, but quality of printing may become poor as the toner cartridge is exhausted.*

**23:MEM. FULL SAVE:** With single location transmission and 17:MEM./FEEDER SW. set to MEM and 25:INSTANT DIALLING is set to off, and with multiple location transmission, call origination starts after an entire document is read into memory. If during this process memory becomes full, a MEMORY OVERFLOW message is shown in the display and the display asks whether you wish to send the scanned pages.

Press the NO key, your fax machine gives an alarm, the scanning of your document stops and the display indicates that there is a memory overflow and refers you to the User Guide.

Press the STOP key and the remaining pages of your document are removed from your fax machine. The pages of your document that were scanned into memory are automatically deleted from the memory.

Press the YES key and all pages of your document that were scanned into memory will be sent. After the scanned pages have been sent, the display prompts you to reload the document.

After you have reloaded your document, you can send the remaining pages of your document with another fax transmission.

If this function is set to ON and you DO NOT press the **NO** key within one minute of the message to send scanned pages, your fax machine automatically starts sending the scanned pages. If this function is set to OFF and you DO NOT press the **NO** key within one minute, your scanned pages are cleared from the memory.

Available settings for this function are ON and OFF.

**24:CONTINUOUS TONE:** With this function ON, your fax machine will emit a continuous tone after receiving a message. Pressing the STOP key turns off the tone. Set this function to OFF and your fax machine will emit a short beep after receiving a fax message. Available settings are ON and OFF.

**25:INSTANT DIALLING:** Set this function to start reading documents upon call origination when transmitting to a single location. Available settings are ON and OFF.

**26:RESTRICT ACCESS:** Select whether or not you want restricted access. Turning on this function renders your restricted ID registration active. For further details, refer to "Restricted Access" in this Chapter. Available settings are ON and OFF.

**27:WIDTH REDUCTION:** Turning this function ON enables you to print received data at a slightly reduced width. Available settings are ON and OFF.

**28:TONER SAVE:** This function allows you to select whether to use toner saving during facsimile printing, when the remote sending fax machine has selected Fine or Extra Fine resolution. Available settings are ON and OFF.

**29:CNG COUNT:** This function allows you to switch to a fax reception mode at a certain CNG signal quantity (1-5) when the unit is operating in FAX, TAD or TEL/FAX modes.

***Note:*** *CNG Count is not available when the ISDN G4 option is installed.*

**30:ISDN DIAL MODE:** When the ISDN option is installed, this function is to be used to set the standard communications method when dialling is carried out from the keypad. See Appendix B for further details. Available settings are G3 and G4.

**31:SPEECH RECEIVE:** When the ISDN option is installed, this function is to be used to enable or disable the reception of analogue communications from the telephone network. See Appendix B for further details. Available settings are ON an OFF.

## Changing the user function settings

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROG. One Touch key.
3. Press the YES key. The display will prompt you to enter a function number.
4. Using the numeric keypad, enter the 2-digit number of the function you want to change. This display then shows the name of the selected function.

5. Press the NO key to cycle through the settings for the user function, then press the YES key to confirm your selection. The name of the next user function appears in the display.

***Note:*** *If you are changing your fax machine's 9:TX MODE DEFAULT settings, the new settings will appear on the LED above the* RESOLUTION/YES *and the* TYPE OF ORIGINAL/NO k*eys***.**

6. To select another user function, press the STOP key and return to step 4.

7. Press the SELECT FUNCTION key to finish.

## Setting distinctive ring

***Note:*** *In some countries, distinctive ring service is not available from the local telephone company.*

1. Press the SELECT FUNCTION key.

2. Press the 9/USER PROG. One Touch key.

3. Press the YES key. The display will prompt you to enter a function number.

4. Using the numeric keypad, enter 12. The display will confirm that distinctive ring has been selected and that the current setting is OFF.

5. Press the NO key to change the setting to SET.

6. Press the YES key. The display will indicate that the fax machine is setting up the fax ring, and instruct you to ring your fax number now.

7. Using a separate telephone line, immediately dial the number assigned to the fax machine (you must do this within 90 seconds). When your fax machine begins to ring, the display confirms that the fax machine is auto detecting the ring pattern.

8. The fax machine memorises its assigned ring pattern. When it has finished programming this pattern, the display confirms that the distinctive ring is now set to ON.

9. Press the YES key to confirm your selection.

10. Press the SELECT FUNCTION key to finish.

***Note:*** *Occasionally, your fax machine may not be able to detect the ring pattern on its first try. In this case the display will not*

*confirm the result. If this happens, follow the above instructions again.*

# Personal mailboxes

Personal mailboxes are used to store messages in memory of your fax machine for bulletin polling or receiving confidential faxes.

***Note:*** *To use a personal mailbox for confidential messages, refer to Confidential Faxes in Advanced Operations.*

## Creating personal mailbox (bulletin polling transmission)

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.
3. Using the numeric keypad, press number 5. The display confirms that Personal box Programming has been selected.
4. Press the YES key and the display prompts you to enter the personal box number.
5. Using the numeric keypad, enter the number between 01 and 16 of the personal mailbox you want to use. Press the YES key, and the display prompts you to close the personal box.
6. Press the NO key until the display indication asks whether you wish to poll.
7. Press the YES key to create a personal mailbox for bulletin polling transmission, and the display will prompt you to enter another mailbox.
8. Continue to create personal mailboxes or press the SELECT FUNCTION key to finish.

## Closing personal mailbox (bulletin polling transmission)

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.

3. Using the numeric keypad, press number 5. The display confirms that Personal box Programming has been selected.
4. Press the YES key, and the display prompts you to enter the personal box number.
5. Using the numeric keypad, enter the number of the personal mailbox you want to close. Press YES, and the display prompts you to close the personal box.
6. Press the NO key until the display indication asks whether you wish to close.
7. Press the YES key and the display asks you to confirm that you wish to delete this mailbox.
8. Press the YES key to close the personal mailbox and the display prompts you to enter another mailbox.
9. Continue to close personal mailboxes created on your fax machine or press the SELECT FUNCTION key to finish.

## Forward number programming

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.
3. Using the numeric keypad, press 6. The display confirms that Forward Number Programming has been selected.
4. Press the YES key and the display prompts you to enter the forwarding number.
5. Enter the number using the numeric keypad and press the START key.
6. Press the SELECT FUNCTION key to finish.
7. To select forwarding of incoming non-confidential fax messages, press the AUTO REC. key until the display indicates forwarding mode has been selected.

***Note:*** *If the remote fax machine does not answer or is continually busy, your fax machine deletes the forward fax message if all redial attempts programmed into your fax machine are used.*

*Make sure your fax machine prints a report warning you if a forward fax message could not be sent.*

# Memory password programming

When your fax machine has been set to Memory Reception Mode, you can protect the printing of stored messages by using a password. To print stored messages, refer to "Receiving faxes in memory" in "Basic Operations".

***Note:*** *If you want to create, change or delete a memory password you must first select a reception mode other than Memory Reception. If you do not, the display will indicate that an illegal operation has taken place.*

## Creating a memory password

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.
3. Using the numeric keypad, press number 7. The display confirms that Memory Password Programming has been selected.
4. Press the YES key and the display prompts you to enter the Password number (4 digits).
5. Using the numeric keypad, enter a four digit password and the display prompts you to confirm the password number.
6. Press the YES key to confirm your password and the display returns to step 3 above.
7. Press the SELECT FUNCTION key to finish.

## Changing a memory password

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.
3. Using the numeric keypad, press number 7. The display confirms that Memory Password Programming has been selected.

4. Press the YES key and the display prompts you to enter the Password number (4 digits).

***Note:*** *[xxxx] indicates that a four digit password has already been programmed.*

5. Using the numeric keypad, enter a new four digit password and the display prompts you to confirm the password number.

***Note:*** *[xxxx] indicates the four digit password you have entered.*

6. Press the YES key and the display returns to step 3 above.

7. Press the SELECT FUNCTION key to finish.

### Deleting a memory password

1. Press the SELECT FUNCTION key.

2. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.

3. Using the numeric keypad, press number 7. The display confirms that Memory Password Programming has been selected.

4. Press the YES key and the display prompts you to enter the Password number (4 digits).

***Note:*** *[xxxx] indicates that a four digit password has already been programmed.*

5. To delete the password, press the 19/Space One Touch key and the display prompts you to confirm deletion of the password.

6. Press the YES key and the password is deleted.

7. Press the SELECT FUNCTION key to finish.

## Restricted Access

Your fax machine can be programmed to restrict the use of your fax machine to designated individuals or departments.

***Note:*** *For restricted or department ID to work, user function 26:RESTRICT ACCESS must first be set to* ON.

## Creating restricted ID number

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.
3. Using the numeric keypad, press the * key. The display confirms that restrict ID program has been selected.
4. Press the YES key and the display prompts you to enter the Department number (01-24 digits).
5. Using the numeric keypad, enter a two digit code and the display then prompts you to enter an ID number (four digits).
6. Using the numeric keypad, enter a four digit ID number. The display prompts you to confirm the ID number you entered.

***Note:*** *[xxxx] indicates the four digit ID that you entered.*

7. Press the YES key and the display returns to step 4 above.
8. Press the SELECT FUNCTION key to finish or continue to create department ID numbers.
9. In Standby Mode, the display prompts you to enter the ID number to use for the fax machine.

## Changing restricted ID

1. Using the numeric keypad, enter your four digit ID number.
2. Press the SELECT FUNCTION key.
3. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.
4. Using the numeric keypad, press * key. The display confirms that restrict ID program has been selected.
5. Press the YES key and the display prompts you to enter the Department number (01-24 digits).
6. Using the numeric keypad, enter the two digit code of the department ID you want to change and the display then prompts you to enter an ID number (four digits).

***Note:*** *[xxxx] indicates that a four digit password has already been programmed.*

7. Using the numeric keypad, enter the current four digit ID number and the display prompts you to close ID change.
8. Press the NO key and the display then prompts you to enter an ID number (four digits).
9. Using the numeric keypad, enter a new four digit ID number and then press the YES key. The display returns to Step 5.
10. Press the SELECT FUNCTION key to finish or continue to change department IDs.

## Closing Restricted ID number

1. Using the numeric keypad, enter your four digit ID number.
2. Press the SELECT FUNCTION key.
3. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.
4. Using the numeric keypad, press * key. The display confirms that restrict ID program has been selected.
5. Press the YES key and the display prompts you to enter the Department number (01-24).
6. Using the numeric keypad, enter the two digit code of the department ID you want to close and the display then prompts you to enter an ID number (four digits).

***Note:*** *[xxxx] indicates that a four digit password has already been programmed.*

7. Using the numeric keypad, enter the current four digit password and the display prompts you to close ID change.
8. Press the YES key and the display returns to Step 5
9. Press the SELECT FUNCTION key to finish or continue to close department IDs.

# Dial Parameter Settings

These functions allow you to control the way your fax machine dials telephone numbers. Refer to “Dial Parameter Settings List” to determine which settings you may need to change, then refer to “Changing Your Dial Parameter Settings” to make the change.

***Note:*** *Some settings are not available in some countries. If you have trouble accessing a dial parameter setting listed here, contact your supplier for assistance.*

## Dial parameter settings list

**REDIAL TRIES:** This function controls how many times your fax machine automatically redials a number which is busy or which does not answer. Available settings are from 0 to 10 tries (1-5 tries in France)

**REDIAL INTERVAL:** The function controls how long your fax machine waits between each automatic redial attempt. Available settings are from 1 to 6 minutes (1-12 minutes in France).

**DIAL TONE DETECT:** This function allows your fax machine to wait for and detect a dial tone before proceeding with dialling. Available settings are ON and OFF.

**BUSY TONE DETECT:** This function allows your fax machine to detect a busy tone when sending a fax. Available settings are ON and OFF.

**MF(TONE)/DP(PULSE):** This function controls what method your fax machine uses for dialling. Two dialling methods are in common use. DP, or dial pulse dialling, uses monotone pulses to dial a number (like a rotary telephone). MF, or multi-frequency dialling (touch tone), uses different tones to dial a number. Available settings are MF and DP.

**PULSE DIAL RATE:** If your fax machine is set to pulse dialling, this function controls how quickly your fax machine sends out dialling pulses (the dial pulse rate varies in different countries). Available settings are 10 pps, 16 pps and 20 pps.

**PULSE MAKE RATIO:** Available settings are 33%, 39% and 40%.

**PULSE DIAL TYPE:** If your fax machine is set to pulse dialling, this function controls the type of pulse dialling used (different types of pulse dialling are used in different countries). Available settings are N, 10-N and N+1.

**MF(TONE) DURATION:** If your fax machine is set to tone dialling, this function controls the duration of the tones used for dialling (the tone duration varies in different countries). Available settings are 75 ms, 85 ms, and 100 ms.

**PBX LINE:** Turn this function on if your fax machine is connected to a PBX. Once this function has been turned on and the dial prefix function has been programmed, your fax machine will recognize the dial prefix number you use in your PBX to get an outside line. After it dials your dial prefix number, your fax machine pauses to wait for an outside line before dialling the rest of the telephone number. Available settings are ON and OFF. See Connecting to a PBX in the Installation chapter for instructions on changing this setting.

**FLASH/EARTH/NORMAL:** If your fax machine is connected to a PBX, this function tells your fax machine about the type of PBX line your fax machine is connected to. Available settings are normal (N), flash (F) and earth (E).

**AUTO START:** When this function is turned on, your fax machine automatically begins dialling as soon as you have selected a location by pressing a One Touch key or entering an Auto Dial code. You do not have to press the Start key. Available settings are ON and OFF.

**DIAL PREFIX**: If your fax machine is connected to a PBX, use this function to tell your fax machine what access number is used to obtain an outside line from your PBX. You can enter up to 4 digits. See “Connecting to a PBX” in Installation for instructions on changing this setting.

## Changing dial parameter settings

1. Press the SELECT FUNCTION key.
2. Press the 9/USER PROGRAM One Touch key. The display confirms that Functional Programming has been selected.
3. Using the numeric keypad, press number 2. The display confirms that dial parameter has been selected.
4. Press the YES key until the display shows the dial parameter you want to change.
5. Repeatedly press the NO key until the setting you want appears in the display.
6. Press the YES key to confirm your selection. The name of the next dial parameter setting will appear in the display.
7. Press the SELECT FUNCTION key to finish.

# Chapter 7 - Reports

## Understanding reports

Your fax machine provides a variety of useful reports which help you understand the current settings, programming and operations of your fax machine. Refer to the reports listing below to determine which reports you may want to print, then refer to Printing Reports for instructions on printing a report.

### Activity report

The activity report provides a communication record of your fax machine. Information provided on this report includes:

- The total amount of time your fax machine spent sending faxes and the total amount of time spent receiving faxes.
- The date, time and duration (S,R-TIME) of each transmission or reception.
- The name or telephone number of the fax machine (distant station) with which you were communicating. If you were sending a fax, the Personal ID or telephone number of the remote fax machine that received the document will be printed. If the remote fax machine does not have a Personal ID or telephoned number programmed, the Location ID or telephone number you entered will be printed. If you were receiving a fax, the Personal ID or telephone number of the remote fax machine that sent the document will be printed. If you were receiving a fax and the remote fax machine does not have a Personal ID or telephone number programmed, no data is printed.
- The communication mode used for each transmission or reception.
- The number of pages sent or received.
- The result of each communication.
- Service codes.

***Note:*** *This report does not contain the results of fax messages which were received without errors and printed immediately, i.e. only transmissions, receptions with errors and memory receptions are recorded.*

## Broadcast confirmation report

Use this report to confirm the results of a multiple-location transmission (or broadcast). Information provided on this report includes:

- The date and time at which the broadcast started.
- The total amount of time used to complete the broadcast.
- For each location, the Location ID or telephone number, the number of pages sent and the result of the communication.

***Note:*** *If there have been no transmissions to multiple locations (broadcast) then this report cannot be printed.*

## Active memory files report

The active memory files report provides a list of all fax messages stored in the memory of your fax machine, such as documents waiting for transmission or documents which have been received and not yet printed. Information provided on this report includes:

- **RECEPTION:** prints out memory reception information.
  ENTRIES lists the number of received messages stored up in your facsimile unit's memory.
  PAGES lists the total number of pages received.
- **PERSONAL BOX:** prints out set up status of your mailboxes (Confidential Reception, ITU Bulletin Polling Transmission).
  BOX NO. describes the mailboxes that are in use.
  MODE describes the mailbox types.
  ENTRIES lists the number of received messages stored up in each confidential mailbox.
  PAGES lists the total number of pages in each mailbox.
- **POLLING TX/RX:** prints out information on standard one-time polling transmission and standard bulletin polling transmission, standard Polling reception and ITU polling reception.
  MODE indicates that mailbox 00 is in use for Standard one-time polling or standard bulletin polling transmission. *Note that mailbox 00 is not printed*
  PAGES lists the total number of pages in mailbox 00. With standard polling and ITU polling reception waiting for redial, the date, time and remote Location ID (or telephone number) are printed.

- **TRANSMISSION:** prints out information on Delayed Fax and Redialling Wait transmissions. Date and time the document was scanned, remote location ID or telephone number and the transmission mode (single location transmission, group transmission and forwarding) are printed

***Note:*** *If there are no fax messages or polling reception jobs stored in the memory of your fax machine, this report cannot be printed.*

## Telephone directory

This report provides a complete listing of all of the telephone numbers programmed into the One Touch keys, Auto Dial codes and groups of your fax machine. The information includes:

- The Location ID and main fax number for each One Touch key and Auto Dial code.
- The alternate number for each One Touch key.
- The G3 echo protection and communication speed settings for each One Touch key and Auto Dial code. If the G4 ISDN option is fitted, G3 or G4 will also be indicated.

***Note:*** *The standard parameter settings are ECHO and RATE. The communication modes G3 and G4 can also be set when the G4 option is installed.*

- A listing of all of the One Touch keys and Auto Dial codes included in each group.

## Configuration report

The configuration report provides a list of the current operational settings of your fax machine that can be set by you. The information includes:

- The current settings of all your fax machine's user functions.
- The Sender ID (ID=), fax number, the forwarding fax number and call back number currently programmed into your fax machine.
- The current dial parameter settings of your fax machine.

## Message confirmation report

This report provides information about your last single location fax transmission or polling transmission. Information in this report includes:

- The date and time the message was sent
- The total amount of time your fax machine spent sending
- The Personal ID or telephone number of the fax machine (distant station) to which you were sending a fax. If the remote fax machine does not have a Personal ID or telephone number programmed, the Location ID or telephone number you entered is printed.
- The communication mode used.
- The number of pages sent.
- The result of the communication.
- Service codes.
- Depending on the settings of your fax machine, a portion of the page will be printed after the report (see 04:IMAGE IN MCF. in Programming).

## Confidential reception report

This report is automatically printed each time your fax machine receives a confidential message into a mailbox. Information in this report includes:

- The date and time the message was received.
- The total amount of time your fax machine spent receiving the message.
- The Personal ID or telephone number of the fax machine (distant station) to which you were communicating. If the Personal ID or telephone number has not been programmed by the sending fax machine, no distant station identification is recorded.
- The number of the mailbox into which the message was received.
- The number of pages received.
- The result of the communication.
- Service codes.

### Broadcast entry report

Each time you program a multiple-location transmission (or broadcast), your fax machine gives you the option of printing this report to confirm your entries. Information in this report includes:

- The Location ID or telephone number of the One Touch keys and Auto Dial codes you have selected.
- Telephone numbers you have manually entered using the numeric keypad.

### Power outage report

If the electrical power to your fax machine has been interrupted for more than 20 hours and your fax machine had delayed transmissions, polling receptions or messages received into memory, your fax machine automatically prints a power outage report to alert you that fax messages have been lost.

### Protocol dump

In the event of a communications failure, the protocol dump report can be printed out manually. This report can be helpful in analysing the cause of the communication failure. Send this report to the supplier or service centre if so requested.

## Printing reports

### Printing message confirmation report

After transmission, press the COPY key once (with no documents loaded) to see a report confirming your last transmission on the display of your fax machine. To print the report, press the COPY key a second time.

### Printing other reports

1. Press the SELECT FUNCTION key.
2. Press the 6/REPORT PRINT One Touch key. The display confirms the report print menu has been selected.
3. Press the NO key repeatedly until the report you want to print appears on the display.
4. Press the YES key. The report will begin printing.
5. Press the SELECT FUNCTION key to finish.

# Codes used in reports

## Result codes

The following codes indicate the results of communications.

| Code | Explanation |
|---|---|
| BUSY | The line of the remote location was busy or there was no answer. |
| CANCL | A confidential message was erased after being held in memory for 10 days. |
| COMP. | A multiple-location transmission was completed. |
| COVER | The cover of your fax machine was opened during the communication. As a result the machine was unable to receive the entire message in memory. |
| NO | Transmission or reception failed due to a communications error. |
| OK | Transmission or reception was completed successfully. |
| PUNIT | There is a problem with the printing unit. Contact service representative. |
| R_JAM | A paper jam occurred while receiving a fax, so the machine was unable to receive the entire message in memory. |
| S_JAM | A document jam occurred in the document feeder of your machine. |
| STOP | STOP key was pressed, ending the session. |
| PAPER | The communication failed because the receiving machine ran out of paper. |

## Communication codes

The following codes indicate the communication mode used for a communication.

| Code | Explanation |
|---|---|
| TX | A communication initiated by your fax machine. |
| RX | A communication initiated by a remote fax machine. |
| POLL RX | Standard or ITU polling reception |
| POLL TX | Standard or one-time polling transmission |
| POLL=** | Standard or ITU bulletin polling transmission (** is the mailbox number) |
| CONF=** | Confidential reception (** is the mailbox number) |
| FWD-T | Forwarding transmission |
| FWD-R | Forwarding reception |
| B.C. | Broadcast transmission |

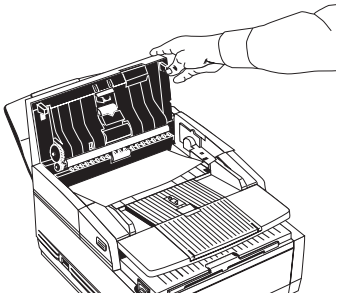
# Chapter 8 - Problem Solving

## Clearing document jams

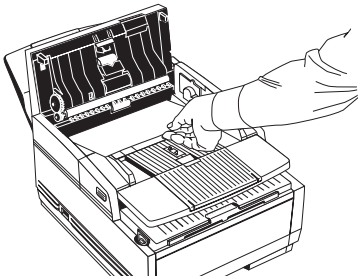
When a document jam occurs, your fax machine beeps and an error message appears in the display. If the jammed document looks like it is positioned straight in your feeder, press the STOP key to try to feed the document the rest of the way through the feeder. If this fails, follow the instructions below.

***WARNING:***
***IF YOU OPEN THE TOP COVER, YOU WILL SEE A LABEL THAT READS CAUTION-HOT. THIS AREA IS EXTREMELY HOT AND MUST NOT BE TOUCHED UNDER ANY CIRCUMSTANCES.***

1. Grasp the control panel. Pull up and toward you until it releases. Swing the control panel out of the way.



2. Pull out the jammed document.



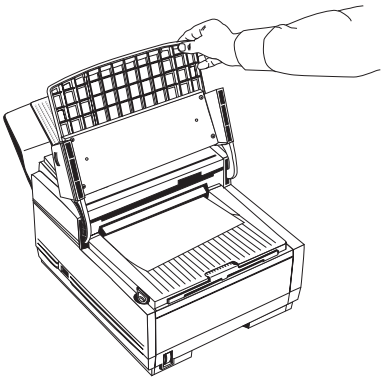
3. Push the control panel back down until it locks.

# Clearing printer paper jams

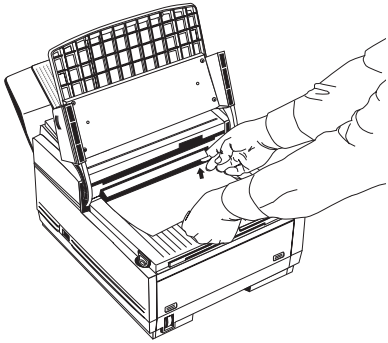
If your fax machine display indicates that a paper jam has occurred, or that there is no paper in the cassette, when the paper cassette still contains paper, there may be one or more sheets of paper jammed in the machine. Clearing paper jams is as follows:

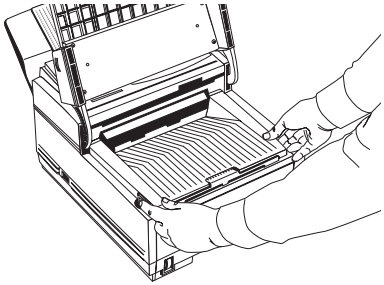
***Note:*** *If you are experiencing many paper jams, it may be due to the type of paper you are using. For best results, select a paper, which has been developed specifically for photocopying or laser printing. Be sure to fan the paper before loading it into your paper tray.*

1. Lift the document table and swing it out of the way.



2. Check for paper jammed in the slot where received faxes or copies exit onto the document stacker. If you see paper jammed in the exit slot, lift the blue bar out of the way and carefully pull the paper out. If you experience difficulty in removing the paper, go to the next step.





3. Push the buttons on the side of the copy stacker until you hear a click. Lift the copy stacker out of the way.

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***CAUTION:***
*Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.*

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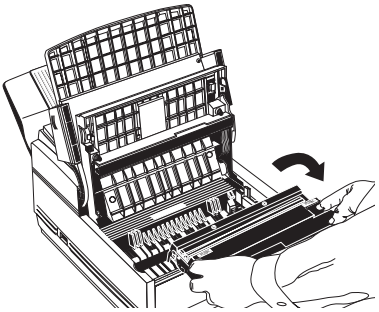
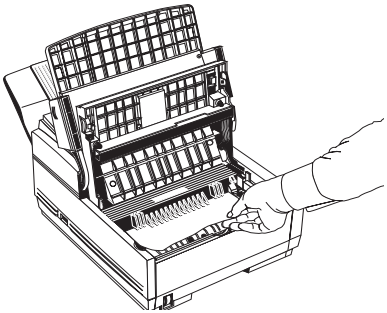
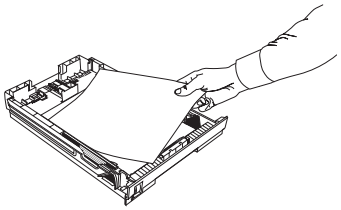
4. Lift the image drum unit out and set it aside. Keep it out of direct sunlight and DO NOT touch the green surface of the drum.



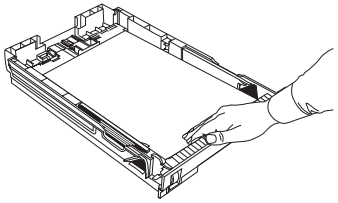
5. Carefully pull out any paper you see jammed inside the machine.



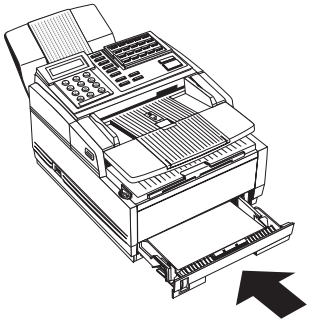
6. Pull out the paper cassette. If any of the paper in the paper cassette is damaged, remove and replace it.



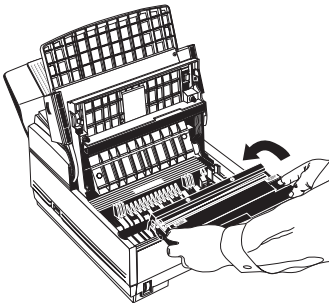
7. Push the paper down until it is under the plastic tabs.



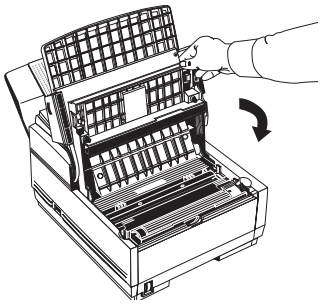
8. Slide the paper cassette all the way back into your fax machine.



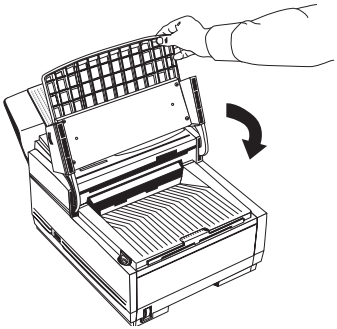
9. Place the image drum unit back into your fax machine. To ensure that the image drum is positioned correctly, press down firmly on both of the locations on the image drum marked “PUSH”.



10. Close the copy stacker and push down on it until you hear a click. Be sure both slides are latched.



11. Close the document table.



# Replacing the toner cartridge

The number of pages you can print with one toner cartridge varies depending on the type of documents you usually receive or copy. The first toner cartridge installed in a new image drum unit will have a decreased yield because the image drum unit itself has to be filled.

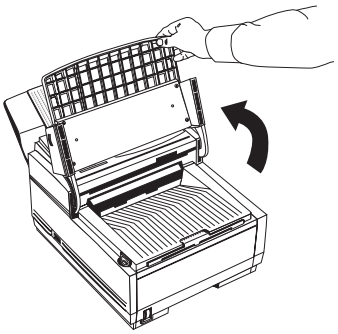
If your fax machine display indicates that the toner is low or that it should be replaced, replace the toner cartridge with a new one. However, if User Function 22: NO TONER MEM.RX is set to OFF and the print density is high enough, you can continue to use the toner cartridge without replacing it until the print density becomes too low.

If the print density becomes low even before your fax machine display indicates that the toner is low or needs replacing, gently wipe the lens surface of the LED array (see Step 7). If the print density does not improve, replace the toner cartridge. When the fax machine display prompts you to replace the drum cartridge, replace the image drum unit.

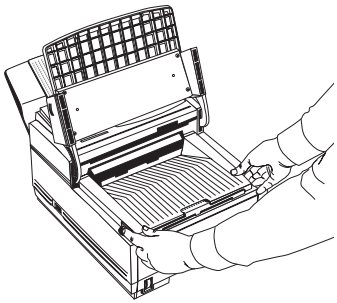
***WARNING***
***BE CAREFUL WHEN HANDLING THE TONER CARTRIDGE. DO NOT LET TONER SPILL ON YOUR CLOTHING OR OTHER POROUS MATERIALS. SEE SAFETY AT THE BEGINNING OF THIS USER'S GUIDE.***

***WARNING***
***IF YOU OPEN THE TOP COVER, YOU WILL SEE A LABEL THAT READS: (CAUTION-HOT). THIS AREA IS EXTREMELY HOT AND MUST NOT BE TOUCHED UNDER ANY CIRCUMSTANCES.***

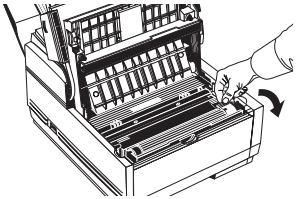
1. Lift the document table into an upright position.



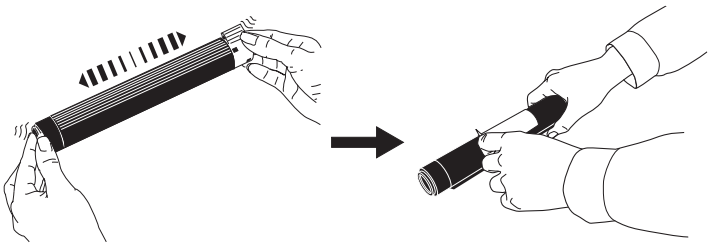
2. Push in the cover release buttons on the side of the copy stacker until you hear a click. Lift the copy stacker.



3. Pull the coloured lever on the old toner cartridge all the way toward you. Carefully pull the old toner cartridge out of the image drum unit. Dispose of it in the plastic bag you received with your new toner cartridge.

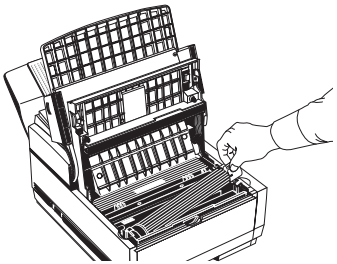


4. Remove the new toner cartridge from its package and gently shake it from side to side to distribute the toner. Then carefully peel the white plastic tape from the bottom of the toner cartridge.



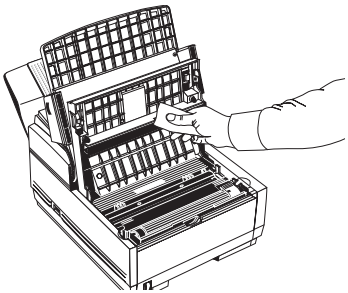
***CAUTION:***
*Be careful not to insert the toner cartridge backwards into the image drum unit, and NEVER turn the coloured lever before fitting the toner cartridge.*

5. With the ridged side facing up and the coloured lever on your right, insert the toner cartridge into the image drum unit. Slide the left end of the cartridge in first, then lower the right end into place.



6. Once the toner cartridge is in place, push the coloured lever all the way toward the rear of the machine to secure it and release the toner.

7. Using the cleaning wipe provided in the package with your new toner cartridge, gently wipe back and forth across the full length of the LED array.



8. Close the copy stacker and push down until you hear the copy stacker click into place. Be sure that the cover latches on both sides.

9. Close the document table.

***CAUTION:***
*Please abide by the disposal laws of your country when disposing of replaced toner cartridges. If in doubt, contact your supplier for further advice.*

## Replacing the image drum unit

If you have dirty printouts then the image drum may have accumulated toner on it. Press the SELECT FUNCTION key, then the 10/PRINTER CLEANING One-Touch key and then the YES key. Your fax machine prints a cleaning page to clean the image drum. Repeat this procedure several times and then check again if you still have dirty printouts. If this procedure does not solve the problem, your fax machine needs a new image drum unit. Contact your supplier to order one.

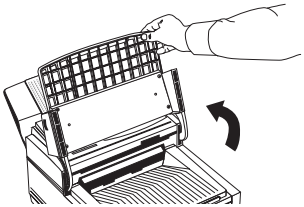
If the faxes you receive are light or have vertical streaks in them and you are not out of toner, or if your fax machine display prompts you to replace the drum cartridge, your fax machine needs a new image drum unit. Contact your supplier to order one.

The life of an image drum depends on a number of factors, including temperature and humidity, the type of paper you use, and the number of pages per job.

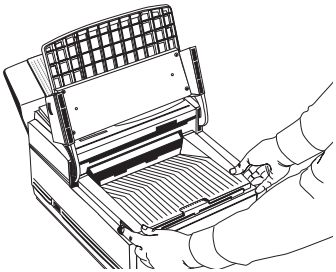
***CAUTION:***
*Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends. Never touch the surface of the green drum inside the image drum unit.*

***WARNING***
***IF YOU OPEN THE TOP COVER, YOU WILL SEE A LABEL THAT READS CAUTION-HOT. THIS AREA IS EXTREMELY HOT AND MUST NOT BE TOUCHED UNDER ANY CIRCUMSTANCES.***

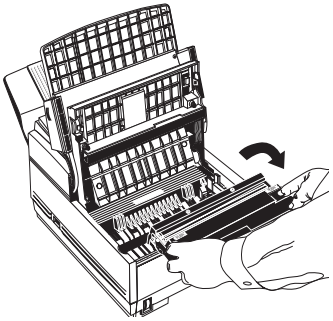
1. Lift the document table into an upright position.



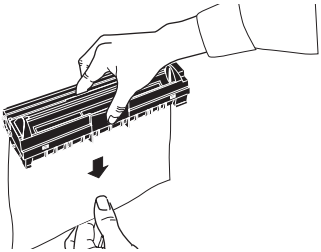
2. Push in the cover release buttons on the side of the copy stacker until you hear a click. Lift the copy stacker.



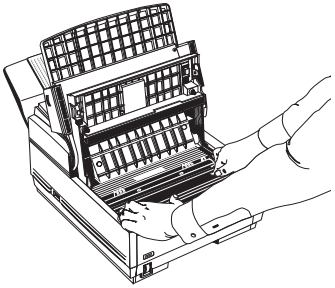
3. Remove the old image drum unit (with its toner cartridge), wrap it in the packaging materials from your new image drum unit and return your old cartridge to your supplier for disposal.



4. Carefully remove the protective sheet from your new image drum unit.



5. Take the new image drum unit out of its package and insert it into your fax machine. To ensure that the image drum is positioned correctly, press down firmly on both of the locations on the image drum marked “PUSH”.



6. Install a new toner cartridge. Follow Steps 4 to 9 in Replacing the Toner Cartridge.

7. With the copy stacker and document table closed, wait until the time and answering mode appear on the display. Then press the SELECT FUNCTION key.
8. Press the 7/COUNTER DISPLAY One-Touch key. The display prompts you to clear the drum count.
9. Press the YES key to clear the image drum unit counter.
10. Press the SELECT FUNCTION key to finish.

***CAUTION:***
*Please abide by the disposal laws of your country when disposing of replaced Image Drum Units. Contact your supplier for further advice on how to dispose of your used image drum in an environmentally friendly way.*

## Reading print counters

The print counters of your fax machine count the number of pages your fax machine has printed or scanned in its lifetime. If you are experiencing a problem, a service person may ask you to check these counters.

***Note:*** *If the image drum unit has reached the end of its life, you will also use this function to reset the drum counter. Refer to "Replacing the image drum unit" for more information.*

1. Press the SELECT FUNCTION key.
2. Press the 7/COUNTER DISPLAY One Touch key. The display shows the drum count.
3. Press the NO key. The display shows the print count.
4. Press the NO key again. The display shows the scan count.
5. Press the SELECT FUNCTION key to finish.

***CAUTION:***
*DO NOT ship the fax machine with the image drum unit installed unless it is a new fax machine and has never been used. When shipping the fax machine once it has been in use, please follow the re-packaging procedure below:*

# Shipping the fax machine

When shipping the fax machine once it has been in use, please follow the re-packaging procedure below:

1. Remove the image drum unit with toner cartridge from the fax machine.
2. Place the image drum unit with toner cartridge still attached into a black plastic bag and keeping it away from direct sunlight.
3. Re-package the fax machine and the image drum unit separately into packaging material and a shipping carton.

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***CAUTION:***
*DO NOT ship the fax machine with the image drum unit installed unless it is a new fax machine and has never been used.*

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# Chapter 9 - Problem Checklist

Your fax machine is a complex machine with many features and functions which allow it to operate in different ways. Many problems you experience may be due to improper programming. If you are experiencing a problem, read through the list of problems and solutions before calling your supplier.

**Your telephone does not ring if your fax machine is set to tel/fax answering mode and the incoming call is a voice call.** This is normal. In the tel/fax answering mode, your fax machine answers the incoming call and detects if the call is a voice call or a fax call. If the call is a voice call, your fax machine will ring, but your telephone will remain silent. It is recommended that you only use tel/fax answering mode if your telephone is located near the fax machine and connected to it.

**The display is blank.** Check the power cable to make sure that it is firmly connected. Check your wall outlet to make sure that it has power.

**Nothing happens when you press the control panel keys.** Turn the fax machine off, wait 10 seconds, then turn it on again.

**The display tells you to replace paper even though there is paper in the paper tray.** Make sure that the paper is correctly stacked in the tray. Check for a paper jam in the fax machine.

**Your documents jam.** Check the document for wrinkles, tears or other damage. Make sure there are no staples or paper clips and that the paper is clean and dry. Make sure the document is not wider than your fax machine can load. Try making a copy of the document on a photocopier and faxing the copy.

**Your fax machine will not dial.** Check the power cable and that the wall outlet and machine are switched ON. Make sure that your telephone line (not your external telephone or handset) is connected to the LINE outlet on the back of your fax machine. If you have an external telephone connected, lift the handset and check for a dial tone. If you do not have an external telephone connected, press the HOOK/V. REQUEST key and check for a dial tone. If you do not hear one, set User Function 06: MONITOR VOLUME to HIGH and check again. If you still do not hear a dial tone there may be a problem with your telephone line. If you do hear a dial tone, your fax machine may be using the wrong dialling method (pulse or tone) for your area. If you hear changing tones instead

of dialling pulses and you know that your area uses pulse dialling, refer to the MF(TONE)/DP(PULSE) dial parameter setting in Programming. If your fax machine is connected to a PBX, make sure you have programmed it to work with a PBX (see “Connecting to a PBX” in “Installation”).

**The display shows a communication error.** This alarm indicates any of a number of problems.

- You may be trying to communicate with an incompatible fax machine (the standard fax machine can only communicate with ITU-T Group 3 fax machines; the ISDN option allows the fax machine to communicate with ITU-T Group 3 and Group 4 fax machines).
- The remote machine may not be able to perform the function that you want, such as polling or confidential messages.
- The remote machine may also be out of paper or experiencing a paper jam.
- Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure you are dialling the correct telephone number. If you have to dial a prefix number to get an outside line, or if you are dialling internationally, you may need to enter a pause (using the 10/Pause One Touch key) after the dial prefix or international dialling code to tell your machine to wait for a dial tone (see “Connecting to a PBX” in “Installation”).
- If you have frequent problems communicating with a particular remote fax machine, try programming the number into one of your One Touch keys or Auto Dial and then changing the parameters for that One Touch key or Auto Dial (see “Dial Directories”). Lastly, either your fax machine or the remote fax machine may need servicing.
- Try sending a fax to another location to check your machine.

**You sent a fax but the image the remote fax machine received was very poor.** If your document had a lot of small type, complex illustrations, photos, or was very light or very dark, try changing your Resolution and Type of Original settings (see “Loading Documents” in “Basic Operations”). Copy the document on your fax machine to see how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

**You keep getting reports you do not want.** Check your user function settings and turn off the reports you do not want. See “Programming”.

**You sent a fax but it was received completely blank.** Make sure that you have correctly loaded your document face down.

**The image received on your fax machine was very poor.** Contact the person sending you the fax and ask them to change their Resolution and Type of Original settings. Ask the person to make a copy of the document on their fax machine to ensure that it is working properly. Then ask them to send the fax again. If you still have a problem, try making a copy of a document on your machine to make sure it is working properly.

**You tried dialling with a One Touch key or an Auto Dial code but nothing happened.** Make sure that something is programmed into the One Touch key or Auto Dial code you are using. Check the fax number to make sure it was entered correctly (see "Dial Directories"). When you are dialling with an Auto Dial code, be sure to press the Auto Dial key before you enter the code. If your fax machine has the Auto Start feature turned off, you will have to press the START key before dialling will begin (see "Dial parameter settings" in "Programming").

**Your fax machine does not answer the phone or receive faxes.** First check to see that the power cable is connected to the power outlet and the telephone line is connected to LINE. Also check the reception mode you are using. Your fax machine will not automatically receive faxes in manual answering mode [TEL] (see "Setting the Answering Mode" in "Installation").

**Your received documents are light or have vertical streaks on them and you are not out of toner.** Gently wipe the lens surface of the LED array on your fax machine and then see if the machine works properly (refer to "Replacing the Toner Cartridge"). If your fax machine still does not work properly, remove the image drum unit (refer to Replacing the Image Drum Unit), tap the toner cartridge, and slowly swing it 20-30 degrees vertically several times. Be careful not to let the toner leak from the cartridge. If this does not work, you may need to replace your image drum unit. Contact your supplier to get a replacement.

**You set your fax machine for delayed transmission but it did not send.** Check the display to make sure that you have set the clock on your fax machine to the correct time (see "Setting the Clock" in "Installation").

**Your fax machine disconnected before you could answer a voice request.** You must answer a voice request while the warbling tone is being emitted. When you hear the warbling tone, press the HOOK/V. REQUEST key after picking up your handset.

**Your fax machine will not poll a remote fax machine.** Call the person at the remote fax machine and make sure that they have loaded documents and set their fax machine in polling transmission mode. Check also if their fax machine uses either standard polling transmission or ITU polling transmission.

**Your fax machine is connected to a PBX and you cannot dial out.** You must enter your dial prefix before the telephone number for each number that you dial or program into your machine. Also, your fax machine must be programmed for PBX operation before it will work. See "Connecting to a PBX" in "Installation".

**You want to answer an external telephone but your fax machine always answers first.** If you are using an external telephone, change the user function setting for ring response on your fax machine. See Programming.

**Your received faxes sometimes look distorted.** If the document received is wider or longer than the paper you have loaded into your paper tray, your fax machine automatically reduces either the width or the length of the document to fit on your paper. This type of problem could also be communication related.

**You are constantly receiving unsolicited advertising on your fax machine.** Try using the closed network function. See "Receiving Faxes" in "Basic Operations".

**Your fax machine does not immediately switch to TEL mode when you make or receive a voice call.** Try pressing the Stop key. Your fax machine will return to stand-by mode so that you can converse. This condition may happen infrequently due to telephone line conditions, or the type of external telephone used. If this problem happens often, consult your service representative.

## Typical error messages

This section identifies some (but not all) of the error messages that may occur on your fax machine.

***Note:*** *These may vary depending on the model.*

**COVER OPEN:** The top cover is not closed. Press down firmly on the cover to make sure it is closed and latched.

**NO PAPER:** The paper tray is out of paper. Add more paper.

**PAPER JAM:** Paper is jammed feeding from the paper tray into the printer, or paper may be jammed inside the printing mechanism under the image drum. Check the paper path and remove any jammed paper- see "Clearing Printing Paper Jam".

**ADF ERROR (JAM):** A document to be faxed or scanned has jammed in the scanner. See "Clearing Document Jam".

**DOCUMENT-FEED ERROR:** A document to be faxed or scanned has not fed into the scanner properly. Remove the document and reload it into the scanner.

**NO TONER:** Toner is running low in the toner cartridge. Replace the cartridge as soon as possible. When you close the cover after replacing the toner cartridge, the message clears. See "Replacing the Toner Cartridge".

**IMAGE DRUM ALARM:** The image drum is nearing the end of its projected life. Make sure a new drum is available and replace the drum when print quality begins to deteriorate. See "Replacing Image Drum Unit".

**PRINTER ALARM:** Open and close the cover. If this does not clear the message, disconnect your fax machine and call for service.

***Note:*** *When you disconnect your fax machine, any received faxes or delayed transmission faxes stored in memory are erased.*

**WRONG PAPER SIZE:** The paper in your fax machine is not the size called for by your application software. Check your software printing settings and the paper in the paper tray.

**PAPER ERROR:** Either the paper in your fax machine is different than the size set with user function 13:PAPER SIZE, or your fax machine tried to print a sheet of paper with no image drum unit installed.

**MEMORY OVERFLOW:** The memory in your fax machine has become full with received faxes or delayed transmission faxes. Either print received faxes or wait until delayed faxes have been sent before scanning more documents into the memory.

**MEMORY ERROR (except programming area):** Please contact your supplier for service.

**COMMUNICATIONS ERROR:** There has been a failure in transmission or reception. Please refer to 'Problem Checklist'.

# Appendix A - Specifications

| Category | Specification |
|---|---|
| Type/compatibility | Desktop ITU-T G3 transceiver (G4 optional) |
| Applicable network | PSTN, PBX (optional ISDN) |
| Transmission Speed | 33,600/28,800/26,400/24,000/21,600/19,200/16,800/ 14,400/9,600/7,200/4,800/2,400 bits/sec, automatic fall back (64,000 bits/sec for ISDN option) |
| Communications | Half duplex |
| Coding scheme | MH/MR/MMR with ITU-T ECM |
| Horizontal resolution | 8 pel/mm or 300 dpi |
| Vertical resolution | 3.85 line/mm (standard)<br>7.7 line/mm (fine)<br>15.4 line/mm (ex. fine;) |
| Halftone transmission | 64 shades of gray |
| Document size | A4, A5, letter or legal size |
| Recording paper | Plain paper, A4, letter or legal size |
| Effective scan width | 204 mm |
| Weight | 13kg approx. (excluding paper) |
| Display | 2 rows of 20 characters, LCD panel |
| Dimensions | Approx. 330mm (W) x 430 mm (D) x 245 mm (H) (excluding document tray and document stacker) |
| Power | 220/240 ±10% VAC, 50/60 Hz ±2% |
| Operating conditions | Relative humidity 20%-80% (non condensing)<br>Temperature 10°C to 32°C |
| Document feed | 30 pages maximum (80g/m $^2$, A4 size) |

***Note:*** *A vertical and horizontal resolution of 300 dpi is used if the remote fax machine also has this capability. For copying in extra fine mode, 300 dpi is used.*

# Appendix B - ISDN G4 Option

The ISDN G4 Option is an optional package that enables this fax machine to function as a digital fax machine conforming to Group 4 ITU-T recommendations. It is equipped with an automatic fallback feature that enables the machine to communicate in G3 mode when its G4 signal is rejected or a G3 signal is received.

## Specifications

| Category | Specification |
|---|---|
| Network compatibility | ISDN, Circuit switch mode (PSTN should be removed when ISDN board is mounted) |
| Network interface | ITU-TI.430, ETS 300 012 Basic rate interface (2B+D), S/T interface, RJ45 |
| Compatibility | ITU-T G4 Class 1 |
| Transmission speed | 64,000 bits/sec |
| Coding scheme | MMR |
| Resolution | 200 x 100 dots/inch<br>200 x 200 dots/inch<br>300 x 300 dots/inch |
| Transmission time | 1.5sec (ITU-T No.1 chart, 64kbps, MMR, 200 x 100 dots/inch) |
| Error correction | LAPB |
| Network service<br>Calling line ID<br>Sub-addressing (SUB)<br>Multi-subscriber number | <br>Yes (CLIP)<br>Yes (SLIB)<br>Yes (MSN) |

# ISDN programming flow

1. Press SELECT FUNCTION key then 9/USER PROGRAM One-Touch key.
2. Press the # symbol on the keypad. The display prompts you to program ISDN.
3. Press YES key and the display shows the country code.
4. Enter the country code and press the START key.
5. Enter the ISDN(G4) NUMBER and press the START key.
6. Enter the ISDN(G4) ID and press the START key.
7. Enter the ISDN SUB NUMBER and press the START key.
8. Enter the ISDN CALLED NO. and press the START key.
9. Press the SELECT FUNCTION key to finish.

## Term definitions

**COUNTRY CODE:** This number is a terminal identifier (TID). Up to three digits (the country code of the country in which the machine is being operated) can be registered.

**ISDN(G4) NUMBER:** This is the national subscriber number for the ISDN. Up to 20 numbers can be used. This number is used as a TID and for caller number information (CLIP) and checking MSN.

**ISDN(G4) ID:** This number is a terminal identifier. Up to ten alphabetic characters can be used.

**ISDN SUB NUMBER.:** This is the sub-addressing number for directing communications. Up to 19 numbers can be used.

**ISDN CALLED NO.:** This is the called number for the ISDN-PBX. Up to 20 numbers can be used. This number is used for caller number information and checking MSN.

The **COUNTRY CODE**, and **ISDN(G4) NUMBER** must be registered in the fax machine. If these items are not registered in the fax machine, ISDN service may be denied.

# Other settings

## ISDN dial mode for dialling from the keypad (user setting 30)

**SET TO G3** - The call originates in the G3 mode when dialling is carried out from the keypad. At the time, speech analogue transmission is requested to the network.

**SET TO G4** (default setting)- The call originates in G4 mode when dialling is carried out from the keypad. Non-restricted digital transmission is requested to the network.

***Note:*** *To set ISDN mode, refer to "Programming".*

## ISDN dial mode for One Touch key and Auto Dial

**SET TO G3** - The call originates in the G3 mode when dialled from the One Touch key or Auto Dial. At the time, speech analogue transmission is requested to the network.

**SET TO G4** (default setting) - The call originates in G4 mode when dialled from the One Touch key or Auto Dial. Non-restricted digital transmission is requested to the network.

***Note:*** *To set ISDN mode, refer to "Dial Directories".*

## Speech receive (user setting 31)

**SET TO OFF:** Allows limited reception of analogue communications. The limitations when set to OFF depend on the ISDN network that the fax machine is connected to.

**SET TO ON** (default setting)**:** Enables the reception of analogue communications from the network.

***Note 1:*** *To set "Speech Receive", refer to "Programming".*

***Note 2:*** *For analogue transmission capabilities, please contact your authorised supplier.*

# Other related functions

The following are a few related functions incorporated to enhance faxing operations.

**Automatic Fallback:** If the G4 signal transmitted from the machine is rejected by the remote location, the machine will automatically retransmit the signal in G3 mode. Similarly, if a G3 signal is received for an incoming call, the machine will automatically switch to the G3 mode for the call.

**Resolution Conversion:** The resolution of a fax is converted according to the resolution of the document and the capacity of the receiving machine.

**Coding Conversion:** The coding scheme of the communication is converted according to the scheme for the transmitted document and the capacity of the receiving machine.

**Call Origination:** Dialling can be done manually using the numeric keypad or via auto dial numbers.

**Call Termination:** This function provides immediate answering and the ability to select the type of termination setting (FAX, TEL, MEM, PC or FWD).

**Direct Dialling In Service:** In this service available in point-to-multipoint transmissions, numbers can be assigned to terminals in addition to their subscriber numbers. This service makes it possible to terminate calls at specified terminals.

**Multiple Subscriber Number (MSN) Restriction:** This function is used in combination with direct inward dialling to check if the number of the incoming call matches an MSN in the machine's database. If not, the call is rejected.

**Sub-Address Service:** Sub-addresses are most commonly used when faxing point-to-multipoint (P-MP). In addition to the telephone number of the remote location, the user must also know and input the sub-addresses of the terminals that the fax is directed to.

For more detailed information and instructions on how to set/use a machine when the ISDN G4 Board is installed, please refer to the handbook provided with the ISDN G4 Board.

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